

ANACORTES SCHOOL DISTRICT 103

Application to Use School Facilities

The School Board of Directors wishes to encourage use of school facilities by the community as long as use is for a lawful purpose and does not interfere with the conduct of the district's educational programs, the primary purpose of which the buildings and grounds are intended. Community use of facilities is subject to the terms of District Policy and Procedures 4260 and 4260-P and the current schedule of user fees. ALL youth sports groups must provide letter of compliance regarding the management of concussion and head injury. Permission to use a particular facility may be denied based on a belief that the activity proposed may not be in the district's interests, or due to the level of previously scheduled use. No person shall be denied the full enjoyment of the facilities because of race, creed, color, sex, or origin.

Today's Date: _____ **Applicant/Organization Name:** _____

Contact: _____ **Phone:** _____

Address (Street, City, State, Zip): _____

Email: _____ **Emergency Contact Phone:** _____

BUILDING REQUESTED: _____ **PURPOSE:** _____

Facility Requested:

- | | | | |
|---|---|----------------------------------|---|
| <input type="checkbox"/> Classroom (classroom number: ____) | <input type="checkbox"/> Cafeteria/Kitchen | <input type="checkbox"/> Gym | <input type="checkbox"/> Multi-purpose room |
| <input type="checkbox"/> Board Room | <input type="checkbox"/> Small Gym (AHS) | <input type="checkbox"/> Library | |
| <input type="checkbox"/> ISV Auditorium –no food or drink | <input type="checkbox"/> AHS/AMS Kitchen- Food Service Staff Required | | |

Time and Date

Dates: _____ Hours From: _____ to _____ (am/pm)
 Day(s) of Week Month Date(s)

WILL ADMISSION BE CHARGED? Yes No

EQUIPMENT NEEDED: Chairs Tables Podium Screen Microphone Projector

PRIMARY USE FOR: Adult Child

FACILITY RENTAL FEES will be determined by the latest established rental rates. Payments of charges shown on the application form are to be made to the district within 30 days of invoice date. Charges may be levied to cover the cost of additional services not covered in the original agreement or for damages or agreement violations. The district reserves the right to require and charge for custodial and/or other authorized district employees to be on the premises.

AGREEMENT AND INSURANCE

The person or organization entering into this agreement with School District for the use of facilities or equipment described above certifies that the information given in this application is current. The undersigned further states that he/she has the authority to make this application for the applicant and agrees that the applicant will observe all rules and regulations. The applicant further agrees to reimburse the School District for any damage arising from the applicant's use of said facilities. Any accident involving injury to participants or damages to facilities or equipment occurring during the use of facilities or equipment will be reported to district authorities immediately.

The user of school facilities must hold the Anacortes School District, its School Board and District employees harmless from any and all claims by any person arising from the use of the premises except for the sole negligence of Anacortes School District.

Each application for use of facilities shall be evaluated as to the need for the applicant to provide proof of bodily injury and property damage liability coverage. If required, such proof of insurance must be provided prior to the use of school facilities and the insurance certificate must name Anacortes School District as additionally insured.

The Superintendent or designee may qualify applications as a district-approved activity on a case-by-case basis.

_____(initial) **The applicant agrees to fully comply in accordance with the adoption of policies for the management of concussion and head injury in youth sports; as amended in RCW 4.24.660 and chapter 28A.600 RCW if applicable. Access to school facilities may not be granted until all requirements are complete and approved by the school district &/or designee.**

The applicant agrees that the School District and its agents or employees will not be liable for any damage to person or property by reason of negligent acts of applicant, its agents, employees, invitees, or subcontractors. Applicant agrees to protect, indemnify for legal costs and other expenses, and hold harmless, the School District and its officers, employees, directors and agents from claims, liabilities, or suits, arising out of injury to person or property from negligent acts of applicant, directly or indirectly attributable to user's activities and/or use of premises except for sole negligence of the School District.

I have read the rules and regulations above and on the reverse side of this form and agree with the conditions and charges as established:

SIGNATURE OF APPLICANT _____ **DATE** _____

RULES AND REGULATIONS

- Applicant/organization is responsible for the safety and conduct of its participants and spectators.
- **All non-profit youth sports group, verifies all coaches, athletes and their parent/guardian have complied with mandated policies for the management of concussions and head injuries as prescribed by HB 1824, section 2.**
- Satisfactory sponsorship and adequate adult supervision must be provided by the applicant. Security may be required for some activities.
- All events will be required to meet the occupancy load and fire and safety regulations of the City of Seattle and State of Washington.
- Use of alcohol, tobacco, and/or drugs is prohibited. Profane language and/or other objectionable conduct may result in barred use of facilities.
- Firearms or other dangerous weapons are prohibited on school grounds as defined by law.
- Games of chance, lotteries, and giving of door prizes are not allowed except where permitted by law and then only with proper clearances.
- Access to facilities and services, except as otherwise addressed in these rules, shall be limited to that specified on the application.
- Alterations to the field/facility are prohibited without prior approval. This may include such things as hanging signs, erecting backstops, placing goals, using masking tape on walls and floors, etc.
- District-owned equipment shall not be removed from the facility or loaned to any individual or organization unless prior approval by the district has been granted. Groups or individuals cannot use district-owned expendable supplies.
- Applicants are responsible for special set-up requirements and clean up unless specifically requested in the application. Users shall be responsible for returning the facility to its original condition immediately following the event.
- Appropriate gym shoes are required for all activities on the uncovered floor of gymnasiums.
- The applicant/organization shall not practice discrimination of any kind.
- Cancellations by applicants require at least a 24 hour notice. Otherwise, related actual costs shall be borne by the applicant.
- Facility use is cancelled when facility/building is closed due to an emergency.
- The district reserves the right to refuse or revoke any authorization issued for the use of a school building or grounds, and if rental has been paid, to refund such rental less expense incurred by the district in connection therewith.

FOR DISTRICT USE ONLY

Approved Disapproved Category: I II III IV V
 Single event School year Summer Days Evenings Saturday
 Sunday & Holiday

Certificate of Insurance Requested Received Waived
Letter Compliance w HB1824 Requested Received

Facility/Building Rental Fee \$ _____ Per Hour / Other Charges:\$ _____

Per Team/Per Season Fee \$ _____ / _____ Custodial Fee (as needed): \$ _____

Event Total: _____ Date Billed: _____

Signature of District Facilities Coordinator _____ Date: _____

Principals Signature _____ Date: _____

ANACORTES SCHOOL DISTRICT 103

**Compliance Statement for HB 1824,
Youth Sports-Head Injury Polices**

(Attach to Facility Use Request Form)

_____ requests the use of the Anacortes School District facilities for the following dates:_____.

_____, a private non-profit youth sports group, verifies all coaches, athletes and their parent/guardian have complied with mandated policies for the management of concussions and head injuries as prescribed by HB 1824, section 2.

Attached is a proof of insurance under an accident and liability policy issued by an insurance company authorized to do business in Washington State covering any injury or damage with at least \$50,000 due to bodily injury or death or one person and at least \$100,000 due to bodily injury or death to two or more persons.

Signed:_____ Date: _____
Representative of Private Non-Private Youth Sports Group

***Note: Access to school facilities may not be granted until all requirements of this application are complete and approved by the school district &/or designee.**

STUDENT SPORTS — CONCUSSION AND HEAD INJURIES

The Anacortes School District Board of Directors recognizes that concussions and head injuries are commonly reported injuries in children and adolescents who participate in sports and other recreational activities. The Board acknowledges the risk of catastrophic injuries or death are significant when a concussion or head injury is not properly evaluated and managed. Therefore, all competitive sport activities in the District will be identified by the administration.

Consistent with Washington law, the District will utilize guidelines developed with the Washington Interscholastic Activities Association (WIAA) and other pertinent information and forms to inform and educate coaches, youth athletes, and their parents and/or guardians of the nature and risk of concussions or head injuries, including the dangers associated with continuing to play after a concussion or head injury.

Annually, the district will distribute a head injury and concussion information sheet to all parents and guardians of student participants in competitive sport activities. The parent/guardian and student must return a signed acknowledgement indicating that they have reviewed and understand the information provided before the student participates in any covered activity. Until this acknowledgement form is returned and on file with the District, the student may not practice or compete.

All coaches, including volunteers, will complete training as required in the District procedure. Additionally, all coaches of competitive sport activities will comply with WIAA guidelines for the management of head injuries and concussions.

Cross References: Policy 4260

Use of School Facilities

Legal References: RCW 28A.600
RCW 4.24.660

Students
Liability of school districts under contract
with youth programs.

Management Resources: *Policy News*, August 2009

Concussion and Head Injuries
Legislation

Student Sports Concussion and Head Injuries

Concussion and Head Injury Management in Student Sports

- A. **Athletic Director or Administrator in Charge of Athletics Duties:**
1. *Updating:* Each spring, the athletic director, or the administrator in charge of athletics if there is no athletic director, shall review any changes that have been made in forms required for concussion and head injury management by consulting with the WIAA or the WIAA Web site. If there are any updated forms, they will be adopted and used for the upcoming school year.
 2. *Identifying Sports:* By June 30 of each year, the athletic director or administrator in charge will identify competitive sport activities in the district for which compliance with the concussion and head injury policy is required. A list of competitive sports activities and the district's policy and procedure (*insert policy and procedure number*) will be distributed to all coaching staff and volunteers.
- B. **Coach Training:** All coaches shall undergo training in head injury and concussion management at least once every two years by one of the following means: (1) through attendance at a WIAA or similar clock hour presentation which uses WIAA guidelines; or (2) by completing WIAA online training.
- C. **Parent Information Sheet:** *On a yearly basis, a concussion and head injury information sheet shall be signed and returned by the youth athlete and the athlete's parent and/or guardian prior to the youth athlete's initiating practice or competition. This information sheet may be incorporated into the parent permission sheet which allows students to participate in extracurricular athletics.*
- D. **Coach's Responsibility:** A youth athlete who is suspected of sustaining a concussion or head injury in a practice or game shall be immediately removed from play.
- E. **Return to Play After Concussion or Head Injury:** A student athlete who has been removed from play may not return to play until the athlete is evaluated by a licensed health care provider trained in the evaluation and management of concussion and receives written clearance to return to play from that health care provider. The health care provider may be a volunteer.

USE OF SCHOOL FACILITIES

Anacortes School District buildings and facilities are provided primarily and specifically for use in supporting the educational program for school-age children. Any other use of district facilities will be considered after the priorities of educational programs and related activities.

USE OF SCHOOL FACILITIES FOR NON-SCHOOL ACTIVITIES

The use of school facilities by members of the community is strongly supported. Procedures governing such use will be developed and revised by the Superintendent.

Use of school facilities shall not interfere with regular school curricular programming nor interfere with school sponsored activities. Facilities will only be used for district-approved programs during normal school day hours. District approval for facility use must be obtained before use is permitted. Approval of use of district facilities by a group or organization does not constitute endorsement of the group or organization's objectives by the District

A separate interlocal agreement between the District and City of Anacortes Parks and Recreation allows priority use of district facilities over other non-school users based upon prior scheduling of facility use.

A schedule of fees and charges will be developed by the Superintendent as provided by RCW and approved by the Board of Directors. Fees will be established by user classification, will be consistently applied, and will reimburse the District for expenses associated with the approved use.

School facilities may be rented or leased for such purposes as provided by law. Rental, lease or use of school facilities may be denied to individuals or groups or causes if the District has experience or knowledge that the individual, group, or activity would be disruptive, dangerous, or destructive to persons or property or which would cause the district to assume an unreasonable risk or liability.

Depending on the activity, the District may require individuals or groups to provide proof of liability insurance satisfactory to the District and its Risk Manager prior to the rental, lease, or use of district facilities.

In order to insure the orderly operation of the instructional program and the safety and health of school district students and staff, appropriate notification related to the use of facilities and/or school grounds will be accomplished by school district officials.

RESTRICTED USES

Some district areas and facilities may be posted with certain uses limited. For health and safety purposes:

1. School parking areas are to be used for vehicle parking only, unless proper consent is obtained from the Business Manager. Loitering in school district parking areas is prohibited.
2. Horses are prohibited from school grounds.
3. Motorbikes and other vehicles are not permitted on school property except on roadways and parking areas designated for public vehicles.
4. Tennis courts are restricted to tennis players only.
5. The flying of model airplanes or rockets when it hinders other ongoing student or public activities will be prohibited.
6. Use of golf equipment on school grounds is prohibited except in organized instructional programs.
7. Use of skateboards on school grounds is prohibited.

Legal References:	AGO 1973 No. 26 Initiative No. 276—School districts—Use of school facilities for presentation of programs—Legislature—Elections
	RCW 28A.320.510 Night schools, summer schools, meetings, use of facilities for
	28A.335.150 Permitting use and rental of playgrounds, athletic fields, or athletic facilities

RULES GOVERNING USE OF SCHOOL FACILITIES FOR NON-SCHOOL ACTIVITIES

CONDUCT

Use of alcoholic beverages, narcotics, tobacco, illegal drugs, profanity, gambling, and unruly conduct or any other unlawful activities on school grounds, within school buildings, and on school property is prohibited. Dangerous weapons are not permitted on school property.

Proper footwear must be worn on appropriate surfaces as specified by district staff.

The application of material to walls, ceiling, or floors is prohibited unless approved in advance.

All activities will be conducted in a safe and reasonable manner. Activity organizers and supervisors will be held accountable for the safe, orderly, and reasonable conduct of all participants and spectators, if any, and are responsible for the conduct of any individual(s) who may be on school premises as a result of the scheduled activity.

See reverse side of the Facility Use Application for general rules of conduct.

School administrative officers reserve the right to enter school buildings at any time and have the right to enforce district rules and regulations.

RESPONSIBILITY OF FACILITY APPLICANT/USER

A school district employee or an approved non-employee activity supervisor shall be on site at all times during an approved use. Approved non-employee supervisors will be made known to the district prior to use of the facility.

Provide acceptable and adequate supervision for all activities applied for. The District reserves the right to review the planned activity and to determine adequate levels of supervision.

School sponsored student events require onsite supervision by district employees in addition to other volunteer adult supervisors who may be in attendance.

One activity supervisor may be issued a key for facility use when school staff is not present. The named supervisor is responsible to unlock and secure the facility being used. Keys may not be loaned to others and must be returned to the issuing school office the next business day following use.

Know the location and how to operate light controls, security systems, emergency systems, etc., prior to facility use. Secure facilities after scheduled use.

Provide an appropriate level of control over the scheduled activity, its participants and spectators to protect participants and attendees and in order to protect facilities from damage and misuse.

Activities using district facilities on a no-charge basis are responsible for total cleanup of areas used. Any district cleanup required as the result of failure to fulfill this responsibility may be billed to the user organization on a time and materials basis.

Report all facility problems to building principal. Damages to the facility when rented by group become the responsibility of the applicant and/or the named activity supervisor.

Failure of the applicant to comply with facility use rules of conduct or policy may result in the revocation of current and/or denial of future use agreements.

SUMMER USE

Summer use of any facility may be restricted or denied in order to provide maintenance and cleaning of facilities. Summer use of facility must be approved by the central office.

SCHEDULING

Scheduling of activities will be the responsibility of the building principal. A single application may be made for a series of meetings of like character. However, if any of the meetings/activities are found to conflict with school programs, such meetings will be cancelled and/or rescheduled.

Class 1 Users: have priority use of school facilities based upon prior scheduling.

Class 2 Users: have second priority use of school facilities.

The school district has absolute right of cancellation without liability. Every effort will be made to provide the user 24 hour notice.

SPECIAL CONDITIONS

Whenever high school and middle school production kitchen facilities are used, a food service employee must be present.

The use of the football field and stadium requires special approval and such use may be restricted.

Police, security, fire or emergency aid units, and/or traffic control may be required at events at the discretion of the District. It will be the responsibility of the lessee to make arrangements and pay for any such additional services which may be required.

INSURANCE/WAIVER OF LIABILITY

The user of school facilities must hold the Anacortes School District, its School Board and District employees harmless from any and all claims by any person arising from the use of the premises except for the sole negligence of Anacortes School District.

Each application for use of facilities shall be evaluated as to the need for the applicant to provide proof of bodily injury and property damage liability coverage. If required, such proof of insurance must be provided prior to the use of school facilities and the insurance certificate must name Anacortes School District as additionally insured.

The Superintendent or designee may qualify applications as a district-approved activity on a case-by-case basis.

FEES

Fees for building use will be assessed according to rates established by the Board of Directors.

All fees will be billed by the central office and will be paid to the Accounts Receivable Department in the Central Office.

Organizations with accounts outstanding may be denied use of school facilities until full payment is received.

Applicants may be required to post a deposit equal to the total estimated amount of facility use in advance of use.

Any loss or damage resulting from the activity use will be billed to the applicant in addition to the established use fee.

USER CLASSIFICATIONS

All educational and athletic facilities shall be available for use by the community under this fee schedule and prioritization program as long as such use will not interfere with school activities or reflect negatively on the Anacortes School District, except where the risk of damage to equipment or facilities is high, i.e. all athletic fields should be available for community use after hours unless bad weather or high impact activities pose substantial risk of damage to the field, **or** maintenance activities are required. Facilities usage will be administered according to ASD policies and procedures and state and federal laws

The users of the Anacortes School District facilities shall be grouped and prioritized in the following manner. The users in Group I shall have top priority before the other groups have use of the facilities and other priority use shall be in the order listed below:

Group I – School Affiliated Nonprofit Groups

Nonprofit groups affiliated with the Anacortes School District whose purpose is to support the mission of the Anacortes School District, i.e. PTAs, ASB Clubs, Anacortes Senior College, foundations, sanctioned booster clubs, groups/councils authorized by the district to support or advise school programs and activities.

Group II – Nonprofit groups that support youth and/or ASD mission

Nonprofit groups/events that:

1. Support community youth 20 years of age or younger with open enrollment and open participation of all ability levels. i.e. scouting organizations, City of Anacortes Parks and Recreation youth programs, little leagues, etc.
2. Support and/or augment the mission of the Anacortes School District.

Special events (beyond regular league play) charging donations, entry fees, admission fees, etc. *may* be charged additional user fees at the discretion of the District. *This does not apply to the sale of concessions.*

Proof of insurance (naming ASD as an additional insured) and Nonprofit status is required.

Group III Nonprofit groups that support “select” youth activities

Nonprofit groups/events that are exclusively for youth 20 years of age or younger whose participants are selected on a competitive or tryout basis and whose activities are not open to youth of all ability levels. If an organization includes both “select” and “non-select” activities (i.e., select/premier and club soccer teams); user fees shall be determined by applying Group III rates for the non-select activities.

Special events (beyond regular league play) charging donations, entry fees, admission fees, etc. *may* be charged Group **V** user fees at the discretion of the District. *This does not apply to the sale of concessions.*

Proof of insurance (naming ASD as an additional insured) and nonprofit status is required.

Group IV Nonprofit Adult Groups and Service Clubs

Not-for-profit local adult groups which have as their prime focus the interest and needs of the adults of the local community, which includes adult organizations with a nonprofit status, adult organizations approved by the United Way, senior citizen groups, City of Anacortes Parks and Recreation adult programs, adult activities sponsored by government agencies, and organized community groups.

Criteria for this classification include, but are not limited to the following:

1. No admission charge
2. Purpose of activity is non-fund raising
3. Activity is non-commercial

Proof of insurance (naming ASD as an additional insured) and nonprofit status is required.

Group V – Commercial or For-Profit Groups

Includes all commercial and/or promotional activities such as for-profit presentations, wedding receptions and private parties.

Proof of liability insurance naming Anacortes School District as an additional insured will be required.

In the event there is a conflict in scheduling a facility, the group with the higher priority shall prevail. However, once a date has been reserved by an organization, the reserving organization will not be bumped except in extenuating circumstances and only after a review and approval by the Director of Operations. If there is scheduling conflict within a group, the user with the greater longevity with the District and most in-district participants will receive first consideration.

The District reserves the following rights:

1. To assign priorities and reduce fees based on equity and diversity in accordance with federal and state law and District policy.
2. To cancel an approved application whenever it is deemed in the best interest of the District at its sole discretion.
3. To add a utility surcharge based on fluctuating energy costs.

An Administrative charge of \$10.00 per change will be applied for contract changes initiated by the user. The District reserves the right to change the contract due to program needs. This administrative charge applies across the entire fee schedule.

The authorization of the use of District facilities does not constitute an endorsement of a group's activities, nor the purpose it represents.

FEES

Facility	Group I	Group II	Group III	Group IV	Group V
Classroom	Free Use	\$50.00/Team/Season Single Event incurred costs	\$50.00/Team/Season Single Event \$13.00/hr plus incurred costs	\$20.00/hr plus incurred costs	\$30.00/hr plus incurred costs
Computer Lab	Free Use	\$50.00/Team/Season Single Event incurred costs	\$50.00/Team/Season Single Event \$15.00/hr plus incurred costs	\$20.00/hr plus incurred costs	\$30.00/hr plus incurred costs
Library	Free Use	\$50.00/Team/Season Single Event incurred costs	\$50.00/Team/Season Single Event \$15.00/hr plus incurred costs	\$20.00/hr plus incurred costs	\$30.00/hr plus incurred costs
Cafeteria	Free Use	\$50.00/Team/Season Single Event incurred costs	\$50.00/Team/Season Single Event \$15.00/hr plus incurred costs	\$20.00/hr plus incurred costs	\$30.00/hr plus incurred costs
Kitchen additional fee for Food Service Staff Req'd	Free Use	\$50.00/Team/Season Single Event \$15.00/hr plus incurred costs	\$50.00/Team/Season Single Event \$15.00/hr plus incurred costs	\$20.00/hr plus incurred costs	\$30.00/hr plus incurred costs
Elementary Gym	Free Use	\$50.00/Team/Season Single Event incurred costs	\$50.00/Team/Season Single Event \$15.00/hr plus incurred costs	\$20.00/hr plus incurred costs	\$40.00/hr plus incurred costs
Aux. Gym	Free Use	\$50.00/Team/Season Single Event incurred costs	\$50.00/Team/Season Single Event \$15.00/hr plus incurred costs	\$20.00/hr plus incurred costs	\$40.00/hr plus incurred costs

AMS & AHS Gym	Free Use	\$50.00/Team/Season Single Event plus incurred costs	\$50.00/Team/Season Single Event \$25.00/hr plus incurred costs	\$25.00/hr plus incurred costs	\$75.00/hr plus incurred costs
Locker Rooms	Free Use	\$50.00/Team/Season Single Event incurred costs	\$50.00/Team/Season Single Event \$15.00/hr plus incurred costs	\$20.00/hr plus incurred costs	\$50.00/hr plus incurred costs
AMS Fields Rice Field	Free Use	\$50.00/Team/Season Single Event incurred costs	\$50.00/Team/Season Single Event \$15.00/hr plus incurred costs	\$20.00/hr plus incurred costs	\$40.00/hr plus incurred costs
War Memorial Stadium	Free Use	\$50.00/Team/Season Single Event incurred costs	\$50.00/Team/Season Single Event \$50.00 plus incurred costs	\$50.00/hr plus incurred costs	\$100.00/hr plus incurred costs

An administrative charge of \$10.00 per change will be applied for contract changes (above three changes per contract year) initiated by the user. The district reserves the right to change the contract due to program needs. This administrative charge applies across the entire fee schedule.

The district reserves the right to add a utility surcharge based on fluctuating energy costs.

Staff fees incurred on non-school days will be charged at a minimum 2 hours. Staff fees are based on current negotiated agreement rates (with time and a half for Saturdays and double time for Sundays and Holidays).

DIRECT LABOR CHARGES

Direct labor charges may change as increases in wage rates are approved by the School Board.

Direct labor is calculated as: hourly base rate * benefit level (21%)

Overtime hours are calculated as: hourly base wage* 1.5* benefit level (21%)

Holiday hours are calculated as: hourly base wage* 2* benefit level (21%)

APPLICATION PROCESS

Principals are responsible for approving applications for use of their respective facility during the school year. Scheduling is approved on an "as available" basis.

Applicants will pick up a facilities use form from specific school. Applicant submits the completed form to the school principal for review and approval. Application for facility use should normally be submitted two weeks prior to the first intended use. If insurance is required, this lead time is essential because use of the facility is not approved until proof of liability insurance is submitted to the district office.

Principals will schedule the request and verify there are no conflicts with other school or non-school activities. The principal will make a determination of user classification and notify the applicant of the anticipated charges.

The principal will send one copy of the approved application form to the district office where a determination will be made regarding the need of liability insurance. Principals should advise applicants of the possibility of the need for insurance based on risk management guidelines.

Following the use of facilities, the building principal will submit a report of actual hours facility was used and will note any extra labor or cleanup required. This report will be submitted to the district office. The district office will bill the applicant based on the report of usage and the established facility use rates. Multiple-day users will be billed monthly.

BRODNIAK HALL SCHEDULING/USE APPROVAL

Scheduling

Scheduling Brodniak Hall during the school year will be coordinated between the high school principal and the auditorium manager in order to effectively facilitate the use of the hall by the schools and community.

A separate application form is required for the use of Brodniak Hall given the wide range of services and equipment available in this facility. A calendar of events will be maintained and coordinated by the high school principal and the auditorium manager.

Scheduling is based on an 'as available' basis.

Conduct

The following are enforced by state law: smoking and use of tobacco products are prohibited on all school properties. The use of illegal drugs and drug paraphernalia are not permitted on school premises. Dangerous weapons are not permitted on school premises.

Additionally, the district prohibits the use of alcoholic beverages, profanity, gambling, and unruly conduct or any other unlawful activities on school grounds, within school buildings, and on school property.

The application of material to walls, ceiling, or floor is prohibited unless approved in advance.

All activities will be conducted in a safe and reasonable manner. Activity organizers and supervisors will be held accountable for the safe, orderly, and reasonable conduct of all participants and spectators, if any, and are responsible for the conduct of any individual(s) who may be on school premises as a result of the scheduled activity.

See reverse side of Facility Use Application for general rules of conduct.

School administrative officers reserve the right to enter school buildings at any time and have the right to enforce district rules and regulations.

Food and beverages are not permitted in the auditorium. If food and beverages are required or desired by facility users, arrangements must be made for use of the cafeteria facility.

Insurance/Hold Harmless

Insurance certificates and hold harmless agreements are required for use of Brodniak Hall if event is not district sponsored.

Fees

A separate fee schedule and staffing wage will be established by the Superintendent and approved by the Board. Fees shall be established based on all direct costs of operating the auditorium at the level of services requested by facility users.

Brodniak Hall		
<i>All fees plus 2 hour custodial fee</i>		
<i>Operational Charges</i>	Full auditorium	\$75 per hour
	Main lecture	\$60 per hour
	Lecture hall only	\$20 per hour
	Stage only	\$25 per hour
	Full rehearsal	\$40 per hour
	Load in/load out	\$20 per hour
<i>Equipment Charges</i>	Band and Choir rooms	\$20 per hour
	Band and Choir risers	\$10 per riser
	Acoustic shell	\$40.00
	Grand piano	\$60.00
	Piano tuning	\$125.00
	Audio recording	\$30.00
	Marley dance floor	\$15 per section
	Gaff/floor tape	\$18 per roll
	Folding/stacking chairs	.50 cents each
	Folding tables	\$5 each
<i>Light Set Charges</i>	No changes	\$35.00
	Limited changes	\$70.00
	Major changes	\$125.00
<i>Deposits</i>	Required advance deposit for all bookings	\$100.00
	Cancellation up to two-weeks prior to event	100% refund
	Cancellation 5 days or less prior to event	50% refund
	Cancellation 24 hours or less prior to event	No refund

The District shall establish minimum levels of staff support for the stage and lighting services requested by a given applicant. Costs for staff will be fully recovered in the final billing for services.

A written estimate will be provided to each facility requester by the auditorium manager.

Wages		
<i>Brodniak Hall Workers</i>	Beginning Stage Tech	Minimum wage + 21% for benefits
	Intermediate Stage Tech	\$9 per hour + 21% for benefits
	Advanced Tech I	\$9.50 per hour + 21% for benefits
	Advanced Tech II	\$10 per hour + 21% for benefits
	Auditorium Manager	\$21 per hour + 21% for benefits