

COMMUNITY SERVICES DEPARTMENT FACILITIES USE APPLICATION

SCHOOL REQUESTED:	ACTIVITY PLANNED:	YOUTH <input type="checkbox"/> ADULT <input type="checkbox"/>	APPLICATION DATE:
EXPECTED ATTENDANCE: _____	ORGANIZATION FORMED FOR	PROFIT <input type="checkbox"/> NONPROFIT <input type="checkbox"/>	ADMISSION CHARGED or DONATION ACCEPTED YES <input type="checkbox"/> NO <input type="checkbox"/>

DATES REQUESTED:	TIME:	AREA OR ROOM(S):
Monday(s) _____	_____ to _____	_____
Tuesday(s) _____	_____ to _____	_____
Wednesday(s) _____	_____ to _____	_____
Thursday(s) _____	_____ to _____	_____
Friday(s) _____	_____ to _____	_____
Saturday(s) _____	_____ to _____	_____
Sunday(s) _____	_____ to _____	_____

1. I/We understand that this is an **application** only.
2. I/We agree to comply with the Anchorage School District's Rules and Regulations printed on the reverse of this application.
3. I/We understand my/our responsibility for the scheduled fee.
4. I/We have read the reverse side of this application. _____ (please initial)

 Name of Organization (please print)

 Name of Authorized Representative (please print)

 Mailing Address

 Signature of Authorized Representative

 Billing Address (if different than above)

 Title

 City State Zip

Daytime Phone: _____

Alternate Phone: _____

FAX: _____

E-mail: _____

ADDITIONAL INFORMATION:

SCHOOL DISTRICT USE ONLY:

_____ Certificate of Insurance

_____ IRS

_____ Board of Directors

Customer # _____

Date/Scheduled by _____

Permit # _____

RULES & REGULATIONS

1. No person shall be entitled to the use of school facilities, except for scheduled school activities, unless a Facilities Use Permit for such use has been issued and signed by the Rentals Manager. Custodial staff must be present for all activities.
2. No sub-leasing of facilities shall be permitted.
3. The permit holder shall be responsible for the conduct and control of both patrons and participants, and must comply with all applicable state and federal laws, city ordinances, School District regulations, by-laws, and policies and permit conditions.
4. Any other permits required from police, fire, health or other government agencies must be obtained and copies presented to the Rentals Manager prior to the issuance of any Facilities Use Permit.
5. In the event of damage to the facility or equipment (other than normal wear and tear) the permit holder shall accept the School District estimate of the amount of same and shall pay all appropriate costs.
6. All organizations using school facilities shall provide adequate adult supervision who shall remain with the group during all activities and be responsible for the group's conformance with all appropriate rules and regulations.
7. In accepting a Facilities Use Permit, the permit holder agrees to defend, indemnify, and hold harmless the School District from any and all damage or claims or suit arising from the action of the permit holder, his/her/its employees, or patrons. This obligation shall be incumbent upon the permit holder even if the alleged damage, claim or suit specifically alleges negligence on the part of the School District.
8. Use of tobacco or possession of firearms except in approved areas, possession or use of intoxicating liquor or illegal drugs, fighting, betting or other forms of illegal gambling will not be allowed upon the School District premises or within any facility.
9. Facilities Use Permits include use of normal furniture. The permit holder will be expected to furnish his/her own expendable supplies (e.g. basketballs, volleyballs, etc.).
10. The Facilities Use Permit does not authorize the use or operation of any school equipment other than that stipulated on the permit.
11. Facilities Use Permits are limited to the specified room or rooms, during the hours and days specified. The permit holder shall insure that the remainder of the building is not entered. Facilities will be opened at the time scheduled for the activity to begin and closed at the time scheduled for its conclusion.
12. When an organization is being charged for the use of the facility as Commercial (Category 6), set ups will be made by District personnel and a custodian will be available to the organization during the time of use. Category 3, 4 and 5 users must provide their own set up and take down and leave the facility in an acceptable, clean condition.
13. Extra costs, including labor costs for special services performed by District employees, will be charged to the using organization when they have requested such service on their application form.
14. If the facility is not used in accordance with hours shown or additional personnel are required, a revised billing will be made.
15. The District will not be responsible for loss of personal property by individuals or groups when building is being used for activities under a Facilities Use Permit.
16. The permit holder will not discriminate nor deny access to the activity because of race, religion, sex, disability, marital status, change in marital status, national origin, color, age, pregnancy, or parenthood.
17. The Rentals Manager shall have the authority to impose reasonable conditions in addition to those specified in this section, where necessary.
18. A Facilities Use Permit may be canceled if a facility is required for school use. A permit may also be canceled due to fires, labor disputes, or acts of God, such as epidemics, earthquakes, floods, or abnormal weather conditions.
19. Organizations are responsible for the scheduled fee for facilities use. Organizations failing to use a facility as scheduled will be responsible for the scheduled fee. Failure to use a scheduled facility for two consecutive dates **may result in automatic cancellation** of the Facilities Use Permit.
20. In the event the permit holder cancels a permit, 10 work days notice is required for full refund; partial refund for notice received 5-9 work days prior to event; no refund will be issued for notices received less than 5 work days prior to event.
21. For activities which begin before 5pm on regular school days, availability of the space will be confirmed by Rentals department and must be approved by the appropriate building principal.
22. The Rentals Manager may revoke a Facilities Use Permit for violation of these rules and regulations which occur or come to the Rentals Manager's attention after issuance of a Facilities Use Permit.