

**USE OF SCHOOL FACILITIES**

**RENTAL SCALE FOR ALL OF SCHOOL FACILITIES**

**Upon approval of an Application for Use of School Facilities, private groups or individuals will be charged a fee according to the chart below:**

**USE OF SCHOOL FACILITIES FEE STRUCTURE**

**Category I**      School district activities have priority over all other activities.

**Category II**      School-age youth activities include non-partisan activities or events for school age youth sponsored by non-profits, City Parks and Recreation, or activities sponsored by public educational institutions and government agencies.

**Category III**      Non-profit, non-partisan activities include activities sponsored by individuals or organizations that have obtained IRS approval as a non-profit entity (or filed an application for approval) or local non-profit organizations, whose activities are for cultural or charitable purposes and non admission is charged.

**Category IV**      Non-profit organizations whose use of the facilities is for general community benefit with admission or other charges made.

**Category V**      Partisan or commercial activities whose use of facilities is for general community benefit with no admission or other charges made.

**Category VI**      Non-profit organizations whose use of the facilities is for the organizations’ activities or own benefit.

**Category VII**      Partisan or commercial activities include individuals, organizations and businesses whose use of the facilities is to promote their own interests.

**User Fee Structure:      NC = no charge**

Facilities Categories	I	II	III	IV Half/Full day	V Half/Full day	VI Half/Full day	VII Half/Full day	Deposit
Classrooms	NC	NC	NC	\$30/50	\$30/50	\$30/50	\$155/250	\$50
H.S./Elem. Library	NC	NC	NC	\$30/50	\$30/50	\$30/50	\$155/250	\$50
Large Space*	NC	NC	NC	\$30/50	\$30/50	\$30/50	\$155/250	\$50
Kitchen Facility	NC	NC	NC	\$30/50	\$30/50	\$30/50	\$155/250	\$100
Specialty Classroom**	NC	NC	NC	\$30/50	\$30/50	\$30/50	\$155/250	\$50
C.H.S. Gym	NC	NC	NC	\$55/80	\$55/80	\$80/140	\$155/250	\$100
CHS Auditorium	NC	NC	NC	\$55/80	\$55/80	\$80/140	\$155/250	\$100

\*Multi-purpose room, outside covered area, band room, MS commons, HS commons, Mat room

\*\* Art room, concession stand/snack shack, Darkroom, welding shop, wood shop, weight room

Tech support: \$30/hr. Custodial Set-up and Clean Up: \$30/hr. (tables & chairs included in set-up fee)

*Continued...*

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There will be no charge for use of school facilities for approved student related activities, City sponsored activities and some community activities.

Package rate for multiple room rentals and/or multiple days can be negotiated with the District.

Deposit is due prior to usage of the facilities. Deposit will be returned when all items on the cleaning checklist have been verified as satisfactorily completed by school personnel.

The Superintendent is authorized to implement incidental fees for the use of the school facility areas not listed above.

*Revised 3/2018*

APPLICATION FOR USE OF SCHOOL FACILITIES  
CRAIG CITY SCHOOL DISTRICT  
P.O. BOX 800  
CRAIG, AK 99921

**NAME:** ORGANIZATION \_\_\_\_\_

ADDRESS \_\_\_\_\_ PHONE \_\_\_\_\_

PERSON IN CHARGE \_\_\_\_\_ PHONE \_\_\_\_\_

**PLEASE USE ONLY FACILITIES AND EQUIPMENT REQUESTED**

**FACILITIES:** (SPECIFY) \_\_\_\_\_

**EQUIPMENT:** (SPECIFY) \_\_\_\_\_

**APPROXIMATE NUMBER OF PARTICIPANTS EXPECTED:** \_\_\_\_\_

**TIME:** DATE(S) FACILITIES WILL BE USED \_\_\_\_\_

HOURS: FROM \_\_\_\_\_ TO \_\_\_\_\_

**PURPOSE:** NATURE AND PURPOSE OF MEETING \_\_\_\_\_

**MISCELLANEOUS:** WHAT TYPE OF SUPERVISION WILL BE PROVIDED? \_\_\_\_\_

**CHECK ONE:** NON-PROFIT \_\_\_\_\_ FOR PROFIT \_\_\_\_\_

**AGREED RENTAL CHARGES:** BASIC FEE FOR \_\_\_\_\_ \$ \_\_\_\_\_ HR/DAY  
ESTIMATED COSTS FOR ADDITIONAL ITEMS \_\_\_\_\_  
(Custodian, Equipment, Etc.)

**BILLING AND COLLECTION OF EXACT CHARGES WILL BE MADE BY THE BUSINESS OFFICE, P.O. BOX 800, CRAIG, AK 99921.**

**AGREEMENT:** THE UNDERSIGNED HEREBY MAKE APPLICATION TO CRAIG CITY SCHOOL DISTRICT FOR THE USE OF SCHOOL FACILITIES DESCRIBED ABOVE AND CERTIFIES THAT THE INFORMATION GIVEN IN THE APPLICATION IS CORRECT. THE UNDERSIGNED FURTHER STATES THAT S/HE HAS THE AUTHORITY TO MAKE THIS APPLICATION FOR THE APPLICANT AND AGREES THAT THE APPLICANT AGREES TO EXERCISE THE UTMOST CARE IN THE USE OF THE SCHOOL PREMISES AND PROPERTY AND TO HOLD THE CRAIG CITY SCHOOL DISTRICT HARMLESS FROM ALL LIABILITY RESULTING FROM THE USE OF SAID FACILITIES AND FURTHER AGREES TO READ AND ABIDE BY THE RULES AND REGULATIONS SET FORTH, IF REQUESTED. THE APPLICANT MAY BE REQUIRED TO FURNISH THE CRAIG CITY SCHOOL DISTRICT WITH PROOF OF LIABILITY AND \$25,000 - \$300,000 PROPERTY DAMAGE, AND SUCH POLICY SHALL ACKNOWLEDGE THAT THE HOLD HARMESS CLAUSE CONTAINED IN THE AGREEMENT IS INSURED THEREIN.

**FURTHER:** APPLICANT AGREES TO RETURN THE FACILITY USED TO ITS ORIGINAL CONDITIONS, CLEANING AS NECESSARY, REARRANGING FURNITURE, AND NOTIFYING THE DISTRICT OF ANY DAMAGE.

**SIGNATURE OF APPLICANT:** \_\_\_\_\_

\_\_\_\_ APPROVED      \_\_\_\_ NOT APPROVED

\_\_\_\_\_  
BUILDING PRINCIPAL

\_\_\_\_ APPROVED      \_\_\_\_ NOT APPROVED

\_\_\_\_\_  
SUPERINTENDENT

## Craig School Facilities Checklist

Please leave the facilities like you found them

The performance of this list is the responsibility of the person requesting to use the Craig City Schools facilities. These facilities are for the benefit of everyone in Craig and the school staff appreciates your compliance of a few housekeeping rules. Non-performance may lead to restricted use of the facilities.

Please:

Sweep, dust mop, and wet mop as necessary to leave the facility the way you found it.

Pick up your trash and empty any trash containers.

Clean the lavatories including toilets and sinks – if the use is a sport use, the coach and participants **MUST** clean and disinfect any blood spilled anywhere in the facility.

If you use the gym, **NO** street shoes are allowed on the gym floor. Dust mop after using the gym floor and take all your trash and floor-dirt out with you. Pick up and clean the lavatories including the toilets, sinks, and floors.

If you use the auditorium, pick up all trash between the rows of seats and dust between rows. No feet are allowed on or over the seat in front. Wash the seat backs as necessary.

If the commons area is used and the student lavatories are used, the hallway is to be vacuumed.

The facility is to be left locked and secure. Double-check all doors. Turn off the lights.

Thank you for your cooperation and consideration of others.