



E 1330 (a) USE OF SCHOOL FACILITIES (Second Read)

FACILITY USE AGREEMENT

The following conditions must be agreed to and acknowledged with the user's signature on the Building Use Request Form as part of the request review process.

The signer acknowledges that they have read and agreed to the provisions identified in Board Policy 1330; Administrative Regulation 1330; and Exhibit 1330 and that they and/or their organization accept full responsibility for clean-up of the used spaces in the facility and that they may be held responsible for costs incurred from damaged or missing property of the District, or from clean-up costs incurred by the District following the event.

1. Facility User is responsible for the supervision of those persons in the group and/or any member of the general public who may be in attendance at the event.
2. Use of alcoholic beverages/drugs/tobacco products, including Electronic Nicotine Delivery Systems (*ENDS*) are prohibited on school grounds.
3. Use of only the facility space and equipment requested and approved is permitted.
4. The District is not responsible for furnishing supplies/equipment or storing renters' equipment/supplies, though arrangements may be made and approved in advance for equipment use and storage.
5. A payment of 50% of the estimated fees for use of the facility and audio/visual equipment is due in advance of the facility use.
- 6. A separate deposit may be required for the use of audio/visual equipment and applied toward the remaining balance due following the event, pending prior arrangements with the District..*
- 7. Assistance from Facility User/Group may be required for set-up.*
- 8. Facility User is responsible for clean-up of used space and any damages to or loss of District property.*
9. Facility User is responsible for obtaining and fee payment of DEC temporary food service permits as required by law, when applicable.
10. Facility User releases the District from liability for any injuries incurred during the use of the facility.
- 11. Facility User/Group is responsible for monitoring and supervising event attendees to ensure safety, expectations, and all applicable laws and District policies are followed.*
- 12. Damages to the facility, or damaged/missing property of the District, will be invoiced at the current replacement costs, including shipping and handling, of the facility and/or equipment.*
- 13. Failure to follow this user agreement may result in the Facility User/Group being requested by a District or school official to leave the facility, and payment for facility use will be forfeited to the District.*



E 1330 (b) USE OF SCHOOL FACILITIES

FACILITY USE REQUEST FORM

Name of Organization: _____ Person Responsible: _____

Phone: _____ Email: _____ Mailing Address: _____

School Requested: Cordova Jr/Sr High School Type of Activity: _____
Mt. Eccles Elementary School

Date(s) Requested: _____

Time(s) Requested: _____

Space/Room(s) Requested: _____

Approximate Number of Participants Per Age Group: 0-18 years old: _____ 19+ years old: _____

Gym Floor Covering Needed: Yes No

Bleachers Set-Up: In Out

Wi-Fi Needed: Yes No

Note: Wi-Fi access is intended for Facility/User Group only. Network log-in credentials are not to be distributed to the general public or event participants. Wi-Fi users are subject to Board Policy/Administrative Regulation/Exhibit 6161.4 Internet.

Audio/Visual Needed: Yes No Type Requested: _____

Tables/Chairs Needed: Yes No Number of Tables: _____ Number of Chairs: _____

By signing below, you acknowledge that you have read and agreed to the provisions identified in Board Policy 1330; Administrative Regulation 1330; and Exhibit 1330 and that you and/or your organization accept full responsibility for clean-up of the used spaces in the facility and that you may be held responsible for costs incurred from damaged or missing property of the District, or from clean-up costs incurred by the District following the event.

(Printed Name) (Signature) (Date)

FOR OFFICE USE ONLY

1. Facility Use Request Approved: YES NO By (Staff): _____ If NO, list reason: _____

2. Facility Use Fee Charged: YES NO Date Paid: _____ If NO, list reason: _____

3. Audio/Video Use Fee Charged: YES NO NA Notes: _____

4. Total Fee Balance Due: Payment Type: _____ Receipt #: _____

Notes: _____



E 1330 (c) USE OF SCHOOL FACILITIES

FACILITY USE FEE SCHEDULE

1. Facility use for all District programs take priority over outside facility use requests.
2. Facility use requests may be made at the District Office during regular business hours.
3. *A District Activity Calendar may be found online at: www.cordovasd.org. Scheduled facility use and availability will be indicated on this calendar. Those interested in using the facilities are encouraged to view this calendar prior to making a facility use request.*
4. No less than 50% of the facility use fees are required prior to the scheduled event.
5. *Areas of the facility not cleaned following the event will be invoiced at \$50 per hour, with a minimum of one hour charged.*
6. *Facility use, including outdoor areas, are generally prohibited during the school day.*
7. *Damages to the facility, or damaged/missing property of the District, will be invoiced at the current replacement costs, including shipping and handling, of the facility and/or equipment.*

Applicable Fees

The Superintendent/Designee(s) maintains the discretion to adjust fees based on Facility User/Group circumstances, in-kind return services to the District, or other applicable considerations, as relevant.

Category Usage

- CATEGORY I: District programs and organizations/functions established wholly or primarily for school-aged youth who are the primary participants or beneficiaries of the event, including but not limited to programs such as Scouts; Bidarki youth programs; Cordova Little League; Hunter Safety; etc.
- CATEGORY II: State, local, and federal government groups; local non-profit organizations; community groups.
- CATEGORY III: Individuals; private organizations; businesses; co-ops; for-profit, commercial groups.

Fee Schedule

Space/Equipment	CATEGORY I	CATEGORY II			CATEGORY III		
		Hourly (0-3 hours)	Half Day (4-5 hours)	Full-Day (5+ hours)	Hourly (0-3 hours)	Half Day (4-5 hours)	Full-Day (5+ hours)
Cafeteria/Commons	No Charge		\$20	\$30		\$40	\$60
Classroom	No Charge		\$15	\$25		\$30	\$50
Gym	No Charge	\$30	\$100	\$150	\$50	\$150	\$250
Kitchen	No Charge	\$50	\$100	\$150	\$75	\$150	\$250

P.O. Box 1330
675 Second Street
Cordova, AK 99574



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(F) 907-424-3271
www.cordovasd.org

Current/Proposed Comparison

Space/Equipment	CATEGORY I	CATEGORY II			CATEGORY III		
		Hourly (0-3 hours)	Half-Day (4-5 hours)	Full-Day (5+ hours)	Hourly (0-3 hours)	Half-Day (4-5 hours)	Full-Day (5+ hours)
Audio/Visual	New	New	New	New	New	New	New
Audio/Visual	No Charge	<u>\$10</u>	<u>\$35</u>	<u>\$50</u>	<u>\$15</u>	<u>\$50</u>	<u>\$75</u>
Classroom	No Charge		\$15	\$25		\$30	\$50
Classroom	No Charge	<u>\$15</u>	<u>\$50</u>	<u>\$75</u>	<u>\$20</u>	<u>\$75</u>	<u>\$100</u>
Cafeteria/Commons	No Charge		\$20	\$30		\$40	\$60
Cafeteria/Commons	No Charge	<u>\$20</u>	<u>\$75</u>	<u>\$100</u>	<u>\$25</u>	<u>\$100</u>	<u>\$125</u>
Multi-purpose (CHS)	New	New	New	New	New	New	New
Multi-purpose (CHS)	No Charge	<u>\$20</u>	<u>\$75</u>	<u>\$100</u>	<u>\$25</u>	<u>\$100</u>	<u>\$125</u>
Gym	No Charge	\$30	\$100	\$150	\$50	\$150	\$250
Gym	No Charge	<u>\$50</u>	<u>\$175</u>	<u>\$250</u>	<u>\$75</u>	<u>\$250</u>	<u>\$300</u>
Kitchen	No Charge	\$50	\$100	\$150	\$75	\$150	\$250
Kitchen	No Charge	<u>\$50</u>	<u>\$175</u>	<u>\$250</u>	<u>\$75</u>	<u>\$250</u>	<u>\$300</u>

CSD ADOPTED: 2/9/2005
CSD REVISED: 11/9/2011
CSD REVIEWED: 8/12/2015
CSD REVIEWED: 12/14/2022
CSD REVISED: 4/8/2026