

**CITY AND BOROUGH OF SITKA  
PARKS AND RECREATION POLICIES  
FOR USE OF SITKA SCHOOL DISTRICT  
FACILITIES**

GENERAL RULES WHICH APPLY TO ALL USE OF SITKA SCHOOL DISTRICT  
FACILITIES

The City and Borough of Sitka (CBS) offers use of Sitka School District (SSD) facilities outside of school hours for the benefit of the community.

1. Use of SSD approved facilities space is on a reservation basis with exceptions subject to appeal through the Parks and Recreation Coordinator. The Parks and Recreation Coordinator determines appropriate utilization of approved SSD facilities during out of school hours and reserves the right to make suggestions and to place the group in the appropriate room.
2. Users of SSD facilities shall be responsible for any damage that may occur during their use and shall either pay for the damage or repair it to the satisfaction of the Parks and Recreation Coordinator. To avoid any damage or defacement all users must check with CBS staff prior to affixing anything to the walls, floor or ceiling.
3. SSD facilities are a Drug Free Zone, use or possession of alcoholic beverages, drugs, and/or tobacco products (including vaping) are prohibited. All weapons and firearms are strictly prohibited on the premises.
4. CBS will not be responsible for any personal equipment being used or stored in SSD facilities by any user. All equipment storage must be approved with the Parks and Recreation Coordinator.
5. SSD facilities will not be open to the public without a paid CBS staff member or person designated by the Parks and Recreation Coordinator.
6. The CBS reserves the right to refuse use of SSD facilities to anyone at any time.
7. The Parks and Recreation Coordinator may make additional rules to cover special uses.

## SITKA SCHOOL DISTRICT FACILITIES RATES AND DEPOSITS

### RESERVATIONS AND DEPOSITS

1. All reservations for use of approved SSD facilities are booked through Parks and Recreation staff.
2. SSD facilities/room use is subject to approval and availability.
3. Each use of the building requires a separate reservation. If a user makes a reservation and fails to show, a regular fee plus a building overhead fee may be charged. A reservation deposit will be required after a user has failed to show for a previous event.
4. In recognition that school activities have priority use, users may be asked to move/change their reservation.
5. Any damage deposits shall be paid prior to use of SSD facilities.
6. Traditional uses that are related to certain dates or seasons each year may have ongoing priority use of the facility. Reservations are limited to thirteen (13) months in advance with exception of priority users.
7. Additional fees may apply for facility and/or equipment use. Prior approval is required for use of SSD equipment.

### CANCELLATIONS

A refund of fees paid will be made if notice of cancellation of a reservation is given forty-eight (48) hours in advance, and such cancellation did not result in a revenue producing activity being denied use of SSD facilities. Reasonable efforts will be made to honor reservations. If a reservation is canceled, all deposits or fees paid shall be refunded.

## BUILDING DAMAGE DEPOSIT

In certain situations, such as large scale or overnight events, a refundable damage deposit of \$200 shall be made to CBS. This deposit does not include any kitchen use deposit.

## INSURANCE

Certain events require liability and property damage insurance to protect the sponsor, patrons, and CBS. In such cases, which will be determined by the Parks and Recreation Coordinator, a Certificate of Insurance (COI) naming the City and Borough of Sitka as additional insured must be delivered to Parks and Recreation no later than fourteen (14) days prior to the event. In the event an organization cannot provide a COI for \$1,000,000, they may purchase tenant event insurance through GatherGuard, CBS's third-party insurance vendor. This information will be provided to users by Parks and Recreation staff as necessary.

## BUILDING RATES

### Definitions

Non-Profit - Community Use -- Any non-profit organization that makes a reservation for a room. No admission fees or revenues are to be collected, and nothing is to be sold under this category. No money changes hands. There are different rates for organizations serving youth and adults.

General Use -- Private uses of facilities for events such as birthday parties and/or non-profit fundraisers fall into the General Use category. State and Federal Government agencies fall into this category.

Commercial -- If profits, or admission charges, revert to the sponsor of an event, other than a non-profit organization, the use shall be classified as commercial.

Use Fee Reduction or Exemption -- The Parks and Recreation Coordinator will consider requests for waiver of room use fees if the non-profit or requesting entity has an annual operating budget of \$50,000 or less and the use is within regular scheduled hours (or other exceptions as deemed appropriate).

## SITKA SCHOOL DISTRICT FACILITIES RATES

Rates for multi day, multi-room events and conferences will be negotiated with the Parks and Recreation Coordinator.

SSD FACILITY RATES/HOUR	NON-PROFIT: YOUTH ORG	NON-PROFIT: ADULT ORG	GENERAL USE	COMMERCIAL
SHS/BMS GYM	\$33.02	\$42.45	\$61.32	\$94.34
KEET GYM	\$18.87	\$28.30	\$37.74	\$70.75
SHS AUXILIARY GYM	\$18.87	\$28.30	\$37.74	\$70.75
BMS/KEET/ BARANOF MPR	\$18.87	\$28.30	\$37.74	\$70.75
SHS/BMS COMMONS	\$18.87	\$28.30	\$37.74	\$70.75
CLASSROOM	\$9.43	\$9.43	\$9.43	\$23.58+

Additional fees will be charged for activities taking place outside of regularly scheduled Parks and Recreation hours. A cost of \$25/hour for building supervision will be applied. If extra custodial services are required for the event, the cost will be passed on to the user. Sales tax will be added to the total cost. Prices are subject to change without notice.

### DECORATIONS

If you wish to hang anything, please consult Parks and Recreation staff for approved methods.

### TENANT'S RESPONSIBILITY FOR CLEAN UP

Tenants should remove all decorations and tape after their event. Please clear away all trash on tables, floors, and chairs and wipe off all surfaces. Other extraordinary messes must be cleaned by the tenant prior to departure and within the time of the rental reservation to avoid additional charges. Rooms should be returned to their original configuration.

### SECURITY

Parks and Recreation staff will determine the type of security and number of CBS staff your event requires.