



## FACILITY USE GUIDELINES

As a guest in this facility it is the responsibility of the person signing this use agreement to enforce these guidelines.

1. School buildings and grounds are drug-free zones. The possession or use of intoxicating substances (drugs and/or alcohol) is strictly forbidden. Smoking is also prohibited in all school buildings and grounds.
2. Food and drinks are not allowed in gymnasiums, auditoriums or other carpeted areas without advance approval by the school administration.
3. In accordance with fire codes, open flames are not permitted.
4. Clean, non-marking gym shoes are required on all gym floors. Violators will be asked to stop playing or leave.
5. Children directly involved with the user group will be the responsibility of the user group. Children are not allowed to play in areas of the building not included in this request/agreement or away from direct supervision of the using group.
6. Before the event, the building monitor will walk through the designated areas with a representative of the user group to confirm that all necessary equipment is in working condition and clean. User groups shall leave the areas or rooms they are using in as good or better condition than that in which they received them. Furniture shall be returned to its original locations. Trash should be in trash receptacles provided. Tables, blackboard, white boards, etc., shall be left clean and washed if necessary. All materials originally in the rooms for school programs shall not be moved or disturbed in any way and school supplies will not be used. Lighting in the auditorium will be returned to open rep plot.
7. Any damage or breakage is to be reported to the monitor immediately. Users are responsible for reimbursing the school district for such damages, to be assessed by the director of maintenance or school administrator.
8. Scheduling of the Ketchikan High School auditorium requires special permission. Requests must be made at least 30 days in advance. Requests for such use must include a tech plan, provided to the facilities coordinator including lighting, sound, curtain and other staging plans. Only qualified individuals, as approved by the facilities coordinator, will be allowed up the catwalk ladder. Other pre-conditions may apply, including training before the stage equipment may be used.
9. Outside user groups who have reserved the auditorium will have access to the green room in the evenings as a meeting space after Kayhi theater class rehearsals have finished.
10. On dress rehearsal and performance days for outside user groups of the auditorium, Kayhi theater classes and rehearsals will not meet in the green room, allowing the user group to move in and store items. This time period will not exceed two school days per week.
11. Reservation of the Kayhi commons is with the understanding that it is the main entry area of the school and thus may have persons passing through to access other areas of the building. For this reason, no rental fee will be charged for the commons (though building monitor, custodial, and other technical fees still apply). In addition, reservation of the commons does not preclude use of other areas of the building by another user group.
12. Fees for the user of the facilities are subject to the information contained in District Administrative Regulation 1330 of the KGBSD Policy Manual. Organizations who do not pay fees in a timely manner may be required to pay in advance.
13. User groups are responsible for the content of events and informing the public of the content of their events.
14. Other specific rules may be in effect depending on the site and facility used. Building administrators have the final say as to the use of the facilities in question and may place requirements on certain types of activities. Building monitors are the direct representative of the building administrator and as such are responsible for safeguarding the facility and all users. Their directions regarding safety and appropriate use shall be followed. Failure to follow school district policy or the directions of the administrator or monitor may result in the loss of the privilege of using any school facility.

I have read and understand these Facility Use Guidelines. Also, I am an official representative of this organization and as such agree on behalf of the organization that the Ketchikan Gateway Borough School District and staff shall be held harmless in the event of any accident or injury to participants or spectators of this event.

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Signature of Applicant

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Date

Approval:

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School Principal or Designated Representative

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Date