



Special Olympics Alaska Sports, Health and Wellness Campus

Facility Usage Policy

Approved by board October 23, 2013

An effective sports and health education facility is responsive to the changing programs of training delivery, and at a minimum should provide a physical environment that is comfortable, safe, secure, accessible, well illuminated, well ventilated, and aesthetically pleasing for all Special Olympics Alaska Sports, Healthy Athletes education and training programs. The facility consists of not only the physical structure and the variety of building systems, such as mechanical, plumbing, electrical and power, telecommunications, security, and fire suppression systems. The facility also includes furnishings, materials and supplies, equipment and information technology, as well as various aspects of the building grounds, namely, athletic fields, playgrounds, areas for outdoor learning, and vehicular access and parking.

Best practice requires that a comprehensive facility maintenance program be established by the President/CEO and monitored through the board of directors. The maintenance program often includes several distinct programs, including deferred, preventive, repair/upkeep, and emergency maintenance. Special Olympics Alaska recognizes that in addition to the facility being cost effective, it should be more learner-centered, developmentally and age appropriate, safe, comfortable, accessible, flexible, diverse, and equitable.

With respect to instructional and communication processes, technology is facilitating the movement toward program based, distance education and communication. As education, communication and training programs become increasingly virtual, web-based, and wireless, there still must be a physical location to centralize all efforts.

100.00 Facility Management Policies and Procedures

110.00 Trends and Issues

- The President/CEO and Board of Directors will be responsible to ensure that all building maintenance and building control issues are meeting state and federal standards.
- Programs offered as part of the Campus will be the responsibility of the President/CEO and Vice President/COO.

120.00 Information technology

- A technology plan will be followed to ensure that Special Olympics Alaska Campus maintains and upgrades technology related aspects of the program.

200.00 Scheduling Policies and Procedures

210.00 Categories of Users for Reservations

The following categories of building users have been established to provide guidelines for Special Olympics Alaska Sports, Health and Wellness Campus (Campus).

210.10 Category I

- Special Olympics Alaska Program Events
- Special Olympics Alaska Athletes Education, Sports and Fitness Programs for athletes, volunteers, sponsors and family members.
- Special Olympics Alaska School Program
- Special Olympics Alaska Staff and Volunteers
- Administrative, faculty, staff, and department activities conducted as the business of athletes and volunteer recruitment and training, registration and other related type events.

210.20 Category II

- Special Olympics Alaska Partners
- Non-profit community organizations who volunteer and/or sponsor Special Olympics Alaska
- Activities that are not directly connected with the regular business of Special Olympics Alaska

220.00 Rental Charges and Fees

Charges for use of Campus Facilities will be based on the following:

220.10 Category I

- No room/space rental fees shall be charged for regularly scheduled instruction, Special Olympics Alaska education programs, athletic practices, team meetings, recreational sports and fitness activities, sports events, or open gym programs. No custodial fees or event staff fees will be charged provided that the events occur during regular building hours and the events require no special set-up.
- Fees may be assessed for custodial and event staff.
- No room/space rental fees shall be charged to users provided that groups do not charge admission or assess fees for the events, except for any fund raising activity.

- Failure to comply with rental/use agreement terms and conditions may result in the loss of rental privileges.

220.20 Category II

- Not-for-profit events shall be charged hourly or daily rental fees. Fees will also be assessed for custodial and event staff required.
- Commercial organizations and for-profit events will be charged full daily rates that will include custodial and event staff fees if required.
- Rental rates for long term events and/or special circumstances may be arranged with the Special Olympics Alaska through the President/CEO.
- A current rental rate schedule will be maintained and available to all interested parties.
- Generally, a sponsored event must have some relationship to the sponsor's stated purpose. Sponsoring organization members must be directly involved in the planning and direction of the event in order to be exempted from room/space rental charges. When room/space use is obviously being sponsored by an organization for purposes of avoiding or reducing room/space rental rates, the sponsoring organization will be charged the full daily rental rate.
- Failure to comply with rental/use agreement terms and conditions may result in the loss of rental privileges.

230.00 Scheduling Priorities

230.10 Regularly Scheduled Education Programs, Athletic Practices, Competitions, Volunteer Training and Meetings

- Category I will be scheduled into the facilities in accordance with the 4 Special Olympics Alaska sports seasons.
- After Category I groups are scheduled, Category II groups will be scheduled on a first come, first served basis.

230.20 Exceptions

- Special Olympics Alaska local and state events.
- Special Annual Category I Events
- Special Category II Events administered by Special Olympics Alaska
- Additional exceptions may be made by Special Olympics Alaska in collaboration with Category I programs.

240.00 Scheduling Procedures

240.10 Regularly Scheduled Events

- Special Olympics Alaska Community, School and Healthy Athletes programs will submit, in writing, their facility-use schedules on an annual basis.
- Special Olympics Alaska will work directly with accredited Sub Programs and School Programs to schedule the facility in accordance with the 4 Special Olympics Alaska Sports seasons and other related training events.
- After Category I schedules are established, Special Olympics Alaska will make every effort to accommodate other Category I and Category II requests as completely as possible, in order of priority.

240.20 Exceptions

- Requests for exceptions should be made, in writing, to Special Olympics Alaska.

240.30 Conflicts

- While Special Olympics Alaska Athletes are offered priority under this policy, exceptions made within the scheduling guidelines may cause conflicts. The following procedure will be followed in an effort to resolve them.
- Whenever possible, users will accommodate regularly scheduled activity in the space and times that remain available to them.
- When accommodation is not possible, Special Olympics Alaska will make every effort to explore alternatives with conflicting groups.

240.40 Cancellation

- When a user schedules and confirms weekly or biweekly meetings for an academic semester or longer, there will be an administrative charge to reschedule such meetings to another date and time.
- When a user schedules and confirms a room/space and does not cancel the room/space 24 hours prior to the scheduled meeting or does not show for the meeting, the user will be charged for all room/space set-up plus a percentage of those charges as a late cancellation penalty.
- Once space has been released, that space is no longer guaranteed to the original users.
- Cancellation of an event that requires a deposit to hold a date will result in forfeiture of the deposit if cancellation occurs less than thirty (30) days prior to the first reserved date.

300.00 Use of Facilities

310.00 Tobacco

- All Campus facilities will be operated in a manner to be consistent with the State and Federal Tobacco Free Policy.

320.00 Animals

- Animals, except for service, therapy and companion animals, are not permitted in Campus facilities unless permission is specifically granted in the Contract/Facility Use Agreement. All therapy and companion animals must be registered with the appropriate campus department and abide by the Therapy and Companion Animal Accommodation Procedures.

330.00 Bicycles, Skates, Skateboards

- Bicycles, in-line skates, skateboards, etc. are not allowed in Campus facilities at any time except when such activities are part of an event presentation and have been approved by Special Olympics Alaska. Bike racks are provided.

340.00 Food and Beverages

- All food served or brought in must meet state and federal guidelines.
- Food may be donated and served in Campus facilities as part of a hospitality area for the convenience of its workers, officials, etc. Under no circumstances may food be sold in the facility or provided to the public.
- Special Olympics Alaska will enter any food and beverage contract with vendor machines and local food and beverage sponsors. All users will be required to comply with the terms and conditions of this agreement
- Groups bringing in outside food and samples for events such as tradeshow must complete a Temporary Food Vendor Application.

350.00 Alcohol Policy for Events with Alcoholic Beverage Service

350.10 No Alcohol Policy and/or if so:

- The policy of the Special Olympics Alaska Board of Directors prohibits the consumption of alcoholic beverages on Special Olympics Alaska property, except authorized by the Board of Directors. The President/CEO and/or Vice President/COO for Special Olympics Alaska may authorize consumption and/or service of alcoholic beverages at certain events. The request for authorization of consumption and/or service of alcoholic beverages at each event is considered independently and must meet the following conditions:
 - The event must be monitored to prevent consumption of alcohol by persons not of legal age.

- Consumption and/or service of alcoholic beverages will be approved only with a substantive event at which alcoholic beverages are not the primary focus of the event.
- Food and non-alcoholic beverages must be made available by the event sponsor.
- Consumption and possession of alcoholic beverages is permitted only within designated and monitored areas for the event.
- Access to the event must be controlled by the event sponsor.
- Before any alcoholic beverage may be served at events on the Special Olympics Alaska Campus, prior administrative approval must be obtained. If approval is not obtained before the event, alcohol service may not be allowed. It is the event sponsor's responsibility to make sure approval is obtained prior to the event.
- The process for approving the consumption and/or sale of alcoholic beverages originates with Special Olympics Alaska and will provide the event sponsor with the appropriate forms for approval of the service of alcoholic beverages.
- If service of alcoholic beverages is approved, the event sponsor will be billed and is responsible to pay for all security as determined by Special Olympics Alaska. The level of security required is dependent on event size, nature and location of the event, effective risk management and other considerations as determined by Special Olympics Alaska.
- Special Olympics Alaska is not licensed to provide alcoholic beverages. Therefore, sale or service of alcoholic beverages at any event requires the use of a licensed alcohol vendor approved by Special Olympics Alaska.

360.00 Items not allowed

- Any fundraising activities that are in direct competition with activities or services of Campus facilities and its users.
- Food sold in vending machines stocked by Special Olympics Alaska, the approved vendor.
- Firearms and/or ammunition.
- Items judged to endanger the health and/or safety of individuals or groups.
- Items judged to be damaging to the reputation of the organization or contrary to the best interests of Special Olympics Alaska.

400.00 Attachments

- Facilities Priorities Schedule Policy
- Tobacco Free Campus Policy
- Service, Therapy and Companion Animal Policy
- Temporary Food Vendor Application
- Request for Alcohol
- Facilities Usage Agreement and Application
- Insurance Wavier Request