



Carlisle Public Schools

83 School Street
Carlisle, Massachusetts 01741

Stephen Connearney
Facility Manager
Tel: (978) 369-6550 ext. 2002
Fax: (978) 318-1923
sconnearney@carlisle.k12.ma.us

Dear Carlisle School Facility User,

The purpose of this letter is to assist us in planning, organizing, and facilitating each group's facility use during the school year.

Facility use requests for the current school year will be confirmed by E-mail. Only one facility use application needs to be filed each year for your organization. If you have multiple dates please submit a list showing each specific day, date, start time and end time of the event. Prioritization of requests will be made in accordance with the School Committee Policy.

Please remember that all local non-profit organizations are required by School Committee policy to submit with a facility use application, proof of general liability insurance in the amount of \$1,000,000. Should this apply to your organization please make sure you attach it to your application.

If you should need any assistance you may contact me at the above number or Nancy at Ext. 2004, E-mail ndonnelly@carlisle.k12.ma.us

Once again we look forward to your organization's facility use in the upcoming school year.

Sincerely yours,

Stephen Connearney
Facility Manager