

## **APPLICATION PROCEDURES**

- An application for the use of the school facilities must be completed and approved before any bookings can be made.
- Application for the use of school facilities must be made at least 10 days before use through the office of the Facility Manager, Spalding Building, 83 School Street, Carlisle, MA 01741 (978-369-6550), extension 2004.
- All applications must include the following:
  1. A certificate of insurance issued by the insurance carrier of the individual/group filing the application that provides evidence of the existence of the coverage required below and lists the Town of Carlisle as an additional insured,
  2. a standard Hold Harmless and Indemnity Clause form signed by the individual, or such person as is authorized by the group;
  3. a certificate or other evidence that the applicant is non-profit individual or group, and
  4. If the applicant is a group, a certification as to the percentage of Carlisle residents in that group is required.

The Carlisle School's Facility Manager will promptly advise applicants of and incomplete application. The file date for any application shall be the date that the completed application is received.

- Comprehensive form general liability insurance is required, at a minimum, in the amount of \$300,000, each occurrence, and \$1,000,000 aggregate, bodily injury and property damage combined.
- All dates and times for the use of the facilities during the school day must be approved by the Principal and the Facility Manager.
- After-school and weekend use of school properties by organizations will be permitted only when an educational, recreational, social, civic or philanthropic purpose will be served, and when such use will not interfere with the use of such buildings or facilities for school purposes. Any grant of permission to use the facilities does not constitute an endorsement by the school district of any person, organization or religion, nor of any ideas or beliefs that person or organization represents.
- All users are subject to the Carlisle Public Schools Policy on the Use of School Facilities. Organizations which fail to comply with facility use rules and regulations or misuse school property risk refusal on future applications.
- The School Committee encourages community use of the public school facilities according to the Facility Use Policy guidelines. As legal custodian of the school properties, the Committee also reserves the right to deny access to any user if that use is deemed not to be in the best interests of the school.

## **APPLICATION PROCEDURES CONTINUED**

- A reasonable effort shall be made to accommodate applications and process them in a timely manner. In the event a conflict arises for a particular date and venue, use shall be granted in accordance with the Use of School Facilities Policy. Neither the Facility Manager nor school administrators SHALL BE LEGALLY responsible for locating or coordinating potential use dates in the event of a denial of a permit.
- At the discretion of the Carlisle Public Schools, and in conjunction with the Carlisle Police Department, a detail officer(s) may be required for a particular use. The cost of this service shall be borne by the individual/group making the application at such rate as is determined by the Carlisle Police Department. Payment for special details are not collected by the Carlisle Public Schools and arrangements should be made (by the use applicant) directly with the Carlisle Police Department.

## **ADDITIONAL APPLICATION REQUIREMENTS**

- Applications requiring custodial special detail coverage require prior approval of the Facility Manager.
- Applications for the use of the kitchen require prior approval of the Food Service Manager.
- Organizations requesting the use of the stage/auditorium facilities may be required to complete and sign a "Memorandum of Understanding." This agreement for the use of the theater must be submitted with the facility use application.
- Organizations wishing to bring equipment into the school buildings must make arrangements with the Facility Manager when the application is made.
- All organizations not covered by school or town liability insurance (usually in Facility User Categories C through E) are required to provide certification of general liability coverage of at least \$1,000,000 for the period of the usage. This insurance may be purchased through the town's carrier or another carrier; in either case, certification must accompany the application for facility use. The School Committee reserves the right to waive this insurance requirement.

## **SCHEDULING**

- In order to ensure facility access for school and child activities, requested activity dates for the following school year cannot be confirmed before May 15.
- A Carlisle custodian must be on duty whenever the facility is in use. All requests for facility use for dates and times when school is not in session are subject to prior approval and the availability of a Carlisle custodian to cover the special detail. This includes hours beyond normal custodial working hours as well as weekends, holidays, and school vacation periods including July and August.

## **SCHEDULING CONTINUED**

- Due to public health regulations a Carlisle food service worker must be present whenever the kitchen is used for food preparation. Scheduling is subject to the availability of a worker to cover the special detail.
- The school facility must be clean and ready for the regular school day program each day. The Facility Manager may limit scheduling the use of the facility if there will not be sufficient time or custodial staff to accomplish this after an event.
- When demand for the use of the properties is high, the Facility Manager may reserve periods of time for large cleaning and maintenance projects.
- Scheduling requests that require multiple dates and extensive usage must be evaluated on a case-by-case basis in terms of the educational program needs and impact on the Maintenance of the properties.
- Scheduling priority is given in order of the Facility User Categories, with highest priority to school programs. Within categories, priority is given to activities which include Carlisle school children.
- The Carlisle Public Schools reserves the right to cancel any approved use that, due to unforeseen circumstances, conflicts with a school program.

## **FACILITY USER CATEGORIES (In Order of Priority)**

### **A. SCHOOL ACTIVITIES & SCHOOL RELATED FUNCTIONS**

- The school is an educational facility for the children of Carlisle. As such, the school has priority use of the school facilities for the school day program and for student and parent school-related after-school programs. Costs for this use are supported by the town through the school operations and maintenance budget.
- Examples of school programs are band concerts, athletic events, student council and class events, music lessons, and adult education classes.
- Users may be responsible for custodial special detail charges, as determined by the Facility Manager.

### **B. TOWN PROGRAMS, MEETINGS & ELECTIONS**

- Town boards and committees are welcome to use the public school properties. Costs for town use of the facility are supported by the town through the school operations and maintenance budget.

## **FACILITY USER CATEGORIES (In Order of Priority) CONTINUED**

- Examples of town use are town meeting, election polls, Memorial Day and Old Home Day celebrations, town department training sessions, youth commission events, and recreation department activities such as the summer recreation program and sports programs for Carlisle youth and adults. Town programs are for Carlisle residents, with open access to all Carlisle residents.
- It is not the intent of the School Committee that other town boards and committees should use this category to sponsor groups or activities which would normally fall in another category. Town boards and committees who wish to sponsor such events must present their proposals to the School Committee for discussion and approval.
- Users may be responsible for custodial special detail charges, as determined by the Facility Manager.

### **C. EVENTS SPONSORED BY SCHOOL-RELATED ORGANIZATIONS**

- Examples of sponsored school-related organizations would be Parent association meetings and events and educational foundations.

### **D. EVENTS SPONSORED BY ORGANIZED RECREATIONAL LEAQUES**

1. These leagues must be open to all Carlisle youth and adults.
2. Includes teams comprised solely of Carlisle youth and adults selected on a try-out basis.

### **E. LOCAL NON-PROFIT ORGANIZATIONS**

- These organizations are located in Carlisle, serving predominantly Carlisle residents.
- Examples of local non-profit organizations are child extended day-care programs, scouting organizations, local churches, and local performing groups.
- Users will reimburse the school for expenses which the school incurs to make the facility available during non-school hours. These facility use charges include incremental administrative, utility, supplies and maintenance costs.
- Users are responsible for custodial special detail charges for time beyond normal custodial working hours.
- Users will provide certification of general liability insurance coverage for the period of usage, either through the town's carrier or their own.

### **F. LOCAL POLITICAL ACTION ORGANIZATIONS**

- Examples are Republican and Democratic town committees.

- Custodial special detail and local non-profit facility use charges apply, as do insurance requirements.

## **FACILITY USER CATEGORIES (In Order of Priority) CONTINUED**

### **G. ALL OTHER USERS**

- Approval for facility use by other non-local or profit-making groups may be granted on a case-by-case basis, with the approval of the School Committee. Facility use charges are based on the rates for non-local or profit-making groups. Users are responsible for custodial special detail charges and insurance certification.

## **CHARGES**

- Charges for facility use are determined by Facility User Category. They are based on the incremental administrative, utility, supply and maintenance costs incurred by the school to make the facility available after school hours. Rates are set by the School Committee.
- At least one Carlisle custodian must be on duty whenever the facility is in use. When use of the properties requires a custodian to be present outside of normal working hours, the group using the facility will be required to pay for such services through custodial special detail charges. Rates are set by the School Committee.
- Groups may be required to hire a Carlisle food service worker if the kitchen will be used for the preparation of food. Rates are set by the School Committee.
- If the Facility Manager must allocate additional custodial time to clean up after an event, additional charges may be assessed and a bill sent to the user after the event.
- There is an additional charge for opening and closing the music room wall. This charge will be a two hour minimum custodial special detail.
- The organization using the facility will be responsible for any damages.
- The school reserves the right to require that facility use payments be made in advance.
- All charges for facility use and/or special details will be billed to the organization. All bills must be paid within 30 days.
- Organizations which fail to pay charges incurred may be denied future use of the properties.
- Some groups may make voluntary donations to the school for their facility use. These generous donations are always welcome and appreciated.

## **REGULATIONS**

- There are certain restrictions upon the use of school property and the building. The user is solely responsible for complying with the following State regulations that may be required.
  - 527CMR 21.00 Decorations
  - 527CMR 10.00 Display of paper materials
  - 527CMR 10.13 Crowd Manager for dance hall – organizations will be sent information, if applicable, after the application has been processed and approved.
  - Internal Revenue Admission Laws
  - State Laws Relating to Rental of School Properties
- We continue to ban the use of several items from the buildings. These items include: glitter, smoke machines, smoke, steam or vapors, candles, matches, open flames of any kind, also brownies and raisins. In addition we ask that food containing nuts not be brought into the kitchen of the Corey Building.
- The applicant must be present throughout the time the properties are being used. The applicant is responsible for the decorum of the group, including spectators.
- When minors are using a facility, they are required to have adult supervision on a 1 to 15 ratio basis.
- Organizations using the facility will be responsible for the observance of all fire and safety regulations. This includes observing all room capacity limits. In the auditorium, there shall be no more people assembled than there are seats, with all aisles and corridors kept open and free for egress at all times.
- Pursuant to Chapter 71, Section 37H of the Education Reform Act, the use of tobacco products by any student, teacher, school personnel, or any other individual is prohibited within the Carlisle Public Schools buildings, in any school properties, on school grounds, on school fields, or on school buses at all times.
- The possession or sale of alcoholic beverages is strictly forbidden on school property.
- Lotteries or other money-making schemes which do not have the approval of state law are forbidden on school property.
- All organizations must follow Carlisle Public Schools policies.
- All pertinent Carlisle town by-laws must be followed.
- Keys will not be given any individual or group using school properties. All properties must be secured by school personnel.

- No individual/organization not associated with the school may post signs on school property without permission.

### **REGULATIONS CONTINUED**

- No individual and/or organization beyond those whose specific mission is the support of the schools shall use any school facility as a mailing address.
- The school kitchen is licensed by the Board of Health as a food service facility. Groups using the kitchen for food preparation must employ a Carlisle food service worker to ensure that all Board of Health and Carlisle Public School regulations and procedures are observed. Board of Health regulations also prohibits the use of school refrigeration or other food storage facilities by non-school groups.
- Parking is allowed only in designated areas. Free access to the buildings must be allowed at all times. (See the site parking map.) Handicapped parking restrictions must be observed. Vehicles parked in areas designated FIRE LANES or vehicles parked in HANDICAPPED PARKING spaces without proper authorization will be ticketed by the Carlisle Police Department. These vehicles may also be subject to towing.
- The school reserves the right to require police coverage and will normally require non-local groups who charge admission or admit spectators to provide police protection. In the event that Carlisle police officers cannot be contracted for an event, the organization shall employ a security agency approved by the Superintendent of Schools.

### **BUILDING AND EQUIPMENT USE**

- All activities must be under competent adult supervision approved by the Facility Manager.
- The person responsible for the use of the properties, the "person in charge" listed on the application, shall be responsible for seeing that the rooms and areas used are left just as they were found or additional charges will be assessed.
- The organization using the properties will be responsible for any damages.
- The user agrees to save and hold harmless the Carlisle Public School and/or the Carlisle School District and agrees to assume responsibility for all liabilities arising from incident to the use, it being understood and agreed that the School District assumes no obligations respecting the use of such premises.
- Organizations should provide their own equipment since the school's equipment is generally restricted for school use. Organizations wishing to bring equipment into school buildings must make arrangements when the application is made. All such equipment must be removed by the following morning.
- Each group which requires the rearrangement of furniture must coordinate all use of properties with the Facility Manager.

- All stage rigging, lighting equipment and dimming systems are under the control of the Facility Manager. Custodial special details are required for their operation.

### **BUILDING AND EQUIPMENT USE CONTINUED**

- Unless they are specifically assigned to an organization on a special detail, custodians are not immediately available to groups using the properties. During regular working hours, a custodian can be reached through the main office in case of an emergency.
- Users who will require the use of the Corey elevator must indicate it on their application.
- Sneakers must be worn at all times while playing on the gym floor.
- Groups are encouraged to use the beverage machine in the Corey Dining Room.

### **CLEAN-UP**

- Neither the School Department nor its custodian on duty assumes any responsibility for liability.
- All decorations, furniture, trash and other materials used shall be removed immediately by the renter after the completion of the function. All decorations **MUST** be fire resistant. Changing equipment, electrical adjustments, driving nails or hanging decorations shall be done only with the consent of the Facility Manager. At no time shall objects be attached to stage curtains.
- Carlisle Public Schools will not be responsible for any material left behind - **IT WILL NOT BE SAVED AND THE RENTING ORGANIZATION WILL BE CHARGED FOR ITS REMOVAL.**

### **CANCELLATIONS**

- In all cases, permission to use the school properties is granted with the understanding that the use shall be subject to cancellation for school activities, school related functions, Carlisle town meetings and elections, severe weather conditions and emergencies. Every effort will be made to notify the person listed as a contact on the facility use application as quickly as possible, should such a cancellation be necessary. Please note that the Carlisle Public Schools and/or the Town of Carlisle are not responsible for any financial liability incurred by the organization due to cancellations.
- An organization whose use of the property does not require a custodial special detail may cancel prior to 12:00 pm on the scheduled date of use. For security reasons, it is vital that the Facility Manager be notified if an event is to be cancelled. If a custodial special detail has been scheduled for an event, a cancellation charge will be made for any cancellation without 72 hours prior notice. The amount of the charge will be the two-hour minimum custodial cost for the scheduled custodian. To cancel an event, organizations should notify the Carlisle Public School main office at



(978) 369-6550.

## **MISCELLANEOUS**

1. The Special Detail custodian, when required to be on duty shall be responsible for the supervision of the building and equipment, safety precautions in the building, cleaning of the building after its use, and for any services required by the renter in accordance with the use of the properties approved.
2. When a Special Detail is not required, regular school custodians have no responsibility to groups, as they have regular duties to be completed.
3. If you plan on advertising for the success of your event and it is not a school function, be certain to note the sponsoring group and do not imply school sponsorship.
4. On days when school has been closed because of emergency conditions, the school buildings may not be available. However, all scheduled use will automatically be canceled unless the renter contacts the school being rented to inquire of the availability of the school. Carlisle Public school is not responsible for any financial loss or cost for circumstances beyond our control.
5. The Carlisle Public Schools will not be responsible for the cancellation of an application for the use of school property in case of an emergency which results in the closing of a school building.
6. All questions concerning building use and particulars should be directed to the Facility Manager.
7. For use and rental of any athletic fields, please contact the Carlisle Recreation Department.