

**Carlisle Public Schools**  
**Policy on Charges for Special Detail Services**  
**06.03.1998**  
**Revised November 16, 2005**  
**Reviewed 1/21/09**

In accordance with the School Committee Policies on the "Use of School Facilities" and the "Facility Use Rules, Regulations, and Procedures," the Supervisor of Buildings and Grounds will determine, at the time of application, if custodial charges or cafeteria worker charges will apply to the applicant's use. An estimate of charges will be provided in all cases.

The rate for a **custodial special detail** is based on a two-hour minimum at three times the custodians' hourly rate for the first and second hour with additional hours to be paid at time and one half. Users will be billed for no less than one half hour for any fraction of an hour beyond the two-hour minimum.

The rate for a **cafeteria special detail** is based on a two-hour minimum at three times the worker's hourly rate for the first and second hour with additional hours to be paid at time and one half. Users will be billed for no less than one half hour for any fraction of an hour beyond the two-hour minimum.

If a special detail is required, all facility use approval is subject to the availability of a Carlisle Public School custodian or cafeteria worker to cover that detail.

All questions regarding special detail scheduling and charges should be directed to the Supervisor of Buildings and Grounds at 978-369-6550.

This policy was adopted on March 3, 1998. It replaces the previous "Policy on Charges for Custodial Services," which was rescinded on March 3, 1998.