

CARLISLE LOCAL SCHOOL DISTRICT ~ FACILITY USE APPLICATION

~ This section to be completed by the requesting organization/person. ~

DATE REQUEST SUBMITTED:			
NAME OF ORGANIZATION MAKING REQUEST <i>(lessee of facilities):</i>			
DATE(s) OF EVENT:	TIME(s) NEEDED:	FROM:	TO:
REQUESTING USE OF WHICH BUILDING: <input type="checkbox"/> Carlisle Elementary School <input type="checkbox"/> Carlisle Jr./Sr. High School			
REQUESTING USE OF (ex: room, kitchen, gym, etc.):			
PURPOSE FOR REQUEST:			
SCHOOL EQUIPMENT/SERVICES NEEDED:			
DONATION/CHARGE FOR EVENT: <input type="checkbox"/> YES <input type="checkbox"/> NO		IF YES, AMOUNT CHARGED:	
REFRESHMENTS TO BE SERVED: <input type="checkbox"/> YES <input type="checkbox"/> NO		TOTAL PERSONS ATTENDING:	
<p>~ <u>HOLD HARMLESS AGREEMENT</u> ~</p> <p>The <i>(lessee of facilities)</i> agrees to indemnify and hold harmless the Carlisle Local School District Board of Education and their agents and employees from all liability, claims, demands, or damages arising out of lessee's use of the facilities caused by the negligent or intentional acts or omissions of the leasing party, its agents, employees, members, participants, spectators, or guests. (We) (I) have read and understand the Hold Harmless Agreement and agree to supervise and/or be responsible for school facilities, as stated on the back of this application.</p>			
PRINTED NAME OF RESPONSIBLE PARTY: _____			
SIGNATURE OF RESPONSIBLE PARTY: _____			
(complete) ADDRESS: _____			
TELEPHONE NUMBER: _____			
DATE SIGNED: _____			

~ This section to be filled out by the building Principal ~

DATE RECEIVED:	NEED BOARD APPROVAL: <input type="checkbox"/> YES <input type="checkbox"/> NO	REQUEST GRANTED: <input type="checkbox"/> YES <input type="checkbox"/> NO
GROUP CATEGORY: <input type="checkbox"/> organization for students/community group <input type="checkbox"/> community group <input type="checkbox"/> community group-profit <input type="checkbox"/> non-community group		
SPECIAL SERVICES REQUIRED: <input type="checkbox"/> YES <input type="checkbox"/> NO	CHARGE FOR SPECIAL SERVICES: \$	
SPECIAL SERVICES CHARGED FOR:		
PRINCIPAL'S SIGNATURE:	DATE:	

~ This section to be completed by Superintendent/Designee ~

REQUEST GRANTED: <input type="checkbox"/> YES <input type="checkbox"/> NO	DATE TO BOE:	DATE PAID:
SUPERINTENDENT'S SIGNATURE:		DATE:

COPIES: Superintendent's Office, Principal, Buildings Supervisor, Requesting Party, Treasurer (if fee charged)

REGULATIONS FOR USE OF SCHOOL BUILDING

~ Hold Harmless Agreement ~

- 1.** It is in the interest of safety, and in compliance with the regulations of the state fire marshal, that no smoking will be permitted in the school buildings or on school grounds.
- 2.** The use of alcoholic beverage and profanity are prohibited.
- 3.** When facilities are rented by an organization for the purpose of sponsoring an activity open to the general public, the organization has the responsibility to provide the necessary police protection to insure safety, care of property, and the management of any crowd that may be in the building or the school grounds.
- 4.** Mechanical equipment in the building is not to be used except by an experienced operator. Arrangements must be made with the building principal ahead of schedule.
- 5.** The person designate as the “responsible party” is accountable for all who enter the building, for notifying the custodian when the group is finished, and for enforcing all appropriate rules.
- 6.** Any damage to facilities and equipment shall be paid by the organization utilizing the facility. The “responsible party” shall be responsible for payment.
- 7.** When kitchen facilities are used for preparing food, a regular cafeteria employee is required to be present. The amount of the fees charged is based on the time spent on the job by the school employee and a fixed rate of pay, unless the cook’s presence is already required by the normal work schedule.
- 8.** When the activity requires the services of a custodian, the custodian should be compensated for his services. The amount of the fees charged is based on time spent on the job by the school employee and a fixed rate of pay, unless the custodian’s presence is already required by the normal work schedule.
- 9.** Any school or related group using the kitchen must accept the responsibility for leaving it in good condition.
- 10.** In the absence of certified personnel, the custodian on duty is the school representative in charge. The custodian’s authority will be supported by the Board of Education.
- 11.** The building principal must approve use of his/her building before submitting the application for approval by the superintendent or his designee.
- 12.** Each building will have an emergency phone available to those requesting building usage. Check with the custodian on duty to see where it is located.
- 13.** The responsible adult should check with the custodian to see where his work area is the evening you use the building. You should know where he is in case of an emergency.
- 14.** Any school-related activity will take preference over a non-school scheduled event. The building principal will be responsible for the events which are scheduled in the individual buildings.
- 15.** The Board of Education reserves the right to deny the privilege of using property to any person or group who fails to abide by the above regulations or any other reasonable condition for its use.