

CARLISLE COMMUNITY SCHOOLS

FACILITY USAGE GUIDE 2008-2009

The following guidelines will apply for groups wishing to use the facilities of the Carlisle Community School District.

CLASSIFICATIONS

Facilities Classifications

Classifications will be used when groups wish to use the district facilities. The classifications will be as follows: A, B, C, D, E, F. Class A will have the highest priority for use when developing the school calendar. After the school calendar, priority is on first come, first serve basis.

The Activities Director or personnel designated to keep the master calendar will determine the classification of each group requesting use of a facility as outlined below. Should there be any questionable organizations or uses, determination will be completed by the Superintendent.

Status, purpose and activity determine the classification of the group or organization. The classification criteria listed below in priority order should be followed for the use of all facilities. Dependent upon use, adjustments may be made as to the class a group or organization comes under.

Facility Availability

Facilities are generally available for non-school use after 4:00 PM Monday through Friday, (No activities allowed after 6:00 PM on Wednesdays), 8:00 AM to 6:00 PM on Saturdays and 1:00 PM to 5:00 PM on Sundays. Facilities are not available for non-school use during winter vacation, spring break, and summer cleaning periods. Any time school is dismissed early due to weather conditions no facility usage will be permitted and any activities scheduled will be canceled immediately.

FACILITY CLASSES

Examples of primary users are given in each class.

CLASS A; SCHOOL ACTIVITIES AND SCHOOL RELATED ORGANIZATIONS

- Regular classroom activities
- School activities for students (Athletic events, Fine Arts events, etc.)
- School related groups and organizations (PTO, Fine Arts, Athletic Boosters, etc.)
- District sponsored activities for staff (Training, Professional Development, etc.)
- Community Education Activities (Adult Education, Intramural, etc.)
- Camps conducted by school employees with all proceeds directly benefiting Carlisle Schools.

CLASS B; PUBLIC AGENCIES

- Carlisle government units or committees
- Request for National, State and Local elections.

CLASS C; YOUTH/NON-PROFIT ORGANIZATIONS

- Local youth sports teams affiliated with local youth sports clubs (practices and meetings- CYA, CGSA, Little League, and Carlisle Youth Soccer Club).

CLASS D; FOR PROFIT CAMPS BY DISTRICT EMPLOYEES

- Camps conducted for profit by school district employees with proceeds going to employee.

CLASS E; NON-PROFIT/PRIVATE INTEREST GROUPS

- Local non-profit organizations/community groups. (Boys Scouts, Girls Scouts, etc.)
- Local church services, religious classes, and activities.
- Business concerns located within and paying property taxes to Carlisle Community School District.
- Local Carlisle youth tournament teams not affiliated with local youth sports clubs. (AAU, USSSA, ASA, club league, etc.)
- Activity, sport camps, clinics, etc. which are done by non-school district employees.

CLASS F; OUT OF DISTRICT PRIVATE INTEREST GROUPS AND ORGANIZATIONS

- Business concerns located outside the Carlisle Community School District that wish to use the building/grounds for activities.
- Out of district youth or adult groups with less than a majority of Carlisle residents as participants.

NOTE: The Superintendent and/or Board may, by discretion, approve other uses and set fees accordingly.

NOTE: Upon approval by the Activities Department, service hours may take the place of usage fees.

FEE STRUCTURE

Determining Fees

The Activities Department will determine the appropriate classification for the use of District facilities. The fee will be based on the classification. Necessary additional fees may include such things as cleaning fee, failure to cancel charges, replacement or repair for damage or theft, and other pertinent administrative costs.

Key Deposit

Buildings are usually open during the evenings throughout the school year. However, a key may need to be checked out if the use of the facility is at a time when staff are not on duty. If a key needs to be checked out, a \$50 key deposit will be held until the key is returned.

Damage Deposit

In case of damage caused by a group, the district may charge a fee when it deems to be appropriate. A deposit will be required after the first incident of damage. The group will make the deposit before the next scheduled use. The Activities Director and/or Superintendent will determine the amount of the deposit or additional fees.

Waived Fees

On occasion, a fee may be waived or reduced, dependent upon use and organization. This would be done with approval of the Superintendent through the Activities Director.

Agreement Length

All yearly facility usage agreements will run from July 1st through June 30th.

2008-2009 Rental Fees

FACILITY	CLASS A, B AND C	CLASS D	CLASS E
Auditorium	NC	\$20 hr w/ a \$50.00 max	\$20 hr w/ a \$150 max
Board Room	NC	\$20 hr w/ a \$50.00 max	\$20 hr w/ a \$150 max
Meeting Rooms	NC	\$20 hr w/ a \$50.00 max	\$20 hr w/ a \$150 max
District Commons	NC	\$20 hr w/ a \$50.00 max	\$20 hr w/ a \$150 max
District Media Centers	NC	\$20 hr w/ a \$50.00 max	\$20 hr w/ a \$150 max
Fields/Day	NC	\$20 hr w/ a \$50.00 max	\$30 hr w/ a \$200 max
Fields/Night	NC	\$40 hr w/ a \$100.00 max	\$60 hr w/ a \$400 max
All District Gyms	NC	\$20 hr w/ a \$50.00 max	\$20 hr w/ a \$150 max
*Kitchen	NC	\$20 hr w/ a \$50.00 max	\$30 hr w/ a \$200 max

FEES ARE PER DAY

*must have a district kitchen employee present

CLASS F: Fees Doubled from Class E

Additional Charges if Needed:

Custodian	\$20 hr.
Auditorium Tech	\$20 hr.
Kitchen Supervision	\$20 hr.
Security Check*	\$20 hr.
Activity Set Up	\$25 hr.
Activity Supervision	\$20 hr.

*When security check is required following an activity or if school employee is called back to secure a building

NC = No Charge

Note: All charges are per occurrence.

* When a group requests to reserve a facility, the duration of time allowed in that facility will be based on amount of requests and availability for that particular facility.

FACILITIES REGULATIONS

The following conditions must be followed when a group uses facilities of Carlisle Community School:

- A) The use in no way interferes with the student educational and/or activity program of the Carlisle Community School District.
- B) The use is consistent with state law.
- C) The group or organization is responsible for and will exercise care in the use of the facilities.
- D) The activity is supervised by an adequate number of adult sponsors.
- E) Use of or possession of alcoholic beverages and/or controlled substances within school or on school grounds is prohibited.
- F) Smoking/tobacco use is prohibited in school building and on school grounds.
- G) When appropriate, a key is checked out from the Activities Office to an adult sponsor, who shall not lend it to any other person. A \$50 key deposit will be made until the key is returned. Said sponsor shall open and close the facility, being the first person to arrive and the last person to leave, assuring that all lights and equipment are turned off.
- H) The District reserves the right to charge a fee for any damage or excessive cleaning that needs to be done after a group has used a facility. **A facility usage agreement must be completed before any group may use a facility.**
- I) The activity is confined to the area designated, and no school equipment or supplies are used except as approved in advance.