

# Carlisle Community Schools

## Facility Usage Request

Group Making Request: \_\_\_\_\_  
Applicant: \_\_\_\_\_  
Address: \_\_\_\_\_  
Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_  
Event (Describe Use): \_\_\_\_\_  
Facility Requested: \_\_\_\_\_  
Activity Date: \_\_\_\_\_  
Time Requested: \_\_\_\_\_  
Additional Information: \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Applicant- Signature

\_\_\_\_\_  
Date

I hereby certify that I am an agent of the above named organization and have been authorized to accept in their name the responsibility for the observance of the rules and regulations as stated below. I understand that the permit for the use of school facilities may be cancelled if any of the rules are violated.

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### Activities Office Use Only

Group Classification: \_\_\_\_\_  
Facility Fee: \_\_\_\_\_  
Additional Fees: \_\_\_\_\_  
Total Fees: \_\_\_\_\_  
Set Up Time: \_\_\_\_\_  
Key Deposit: \_\_\_\_\_  
Cleaning/Damage Deposit: \_\_\_\_\_  
Other:  
\_\_\_\_\_  
\_\_\_\_\_

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**Notification:** Approved: \_\_\_\_\_ Not Approved: \_\_\_\_\_

\_\_\_\_\_  
Activities Director-Signature

\_\_\_\_\_  
Date

## FACILITIES REGULATIONS

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

- 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 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.