



FACILITY USE APPLICATION

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

NAME OF ORGANIZATION (lessee of facility):	
DATE RANGE OF EVENT:	DATE APPLICATION SUBMITTED:

DATES OF EVENT (designate each individual date of event request by completing the grid below)

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
DATE:	DATE:	DATE:	DATE:	DATE:	DATE:	DATE:
ENTRY TIME:	ENTRY TIME:	ENTRY TIME:	ENTRY TIME:	ENTRY TIME:	ENTRY TIME:	ENTRY TIME:
EXIT TIME:	EXIT TIME:	EXIT TIME:	EXIT TIME:	EXIT TIME:	EXIT TIME:	EXIT TIME:
EVENT START:	EVENT START:	EVENT START:	EVENT START:	EVENT START:	EVENT START:	EVENT START:
EVENT END:	EVENT END:	EVENT END:	EVENT END:	EVENT END:	EVENT END:	EVENT END:
DOOR # REQUESTED: ☐ 1 ☐ 19 ☐ 4 ☐ 23	DOOR # REQUESTED: ☐ 1 ☐ 19 ☐ 4 ☐ 23	DOOR # REQUESTED: ☐ 1 ☐ 19 ☐ 4 ☐ 23	DOOR # REQUESTED: ☐ 1 ☐ 19 ☐ 4 ☐ 23	DOOR # REQUESTED: ☐ 1 ☐ 19 ☐ 4 ☐ 23	DOOR # REQUESTED: ☐ 1 ☐ 19 ☐ 4 ☐ 23	DOOR # REQUESTED: ☐ 1 ☐ 19 ☐ 4 ☐ 23
ROOMS REQUESTED: ☐ High School Gym ☐ Jr High Gym ☐ High School Cafe ☐ Elementary Cafe ☐ Auditorium ☐ Band Room ☐ Choir Room ☐ Other:	ROOMS REQUESTED: ☐ High School Gym ☐ Jr High Gym ☐ High School Cafe ☐ Elementary Cafe ☐ Auditorium ☐ Band Room ☐ Choir Room ☐ Other:	ROOMS REQUESTED: ☐ High School Gym ☐ Jr High Gym ☐ High School Cafe ☐ Elementary Cafe ☐ Auditorium ☐ Band Room ☐ Choir Room ☐ Other:	ROOMS REQUESTED: ☐ High School Gym ☐ Jr High Gym ☐ High School Cafe ☐ Elementary Cafe ☐ Auditorium ☐ Band Room ☐ Choir Room ☐ Other:	ROOMS REQUESTED: ☐ High School Gym ☐ Jr High Gym ☐ High School Cafe ☐ Elementary Cafe ☐ Auditorium ☐ Band Room ☐ Choir Room ☐ Other:	ROOMS REQUESTED: ☐ High School Gym ☐ Jr High Gym ☐ High School Cafe ☐ Elementary Cafe ☐ Auditorium ☐ Band Room ☐ Choir Room ☐ Other:	ROOMS REQUESTED: ☐ High School Gym ☐ Jr High Gym ☐ High School Cafe ☐ Elementary Cafe ☐ Auditorium ☐ Band Room ☐ Choir Room ☐ Other:
TOTAL ATTENDEES:	TOTAL ATTENDEES:	TOTAL ATTENDEES:	TOTAL ATTENDEES:	TOTAL ATTENDEES:	TOTAL ATTENDEES:	TOTAL ATTENDEES:
ADMISSION COST:	ADMISSION COST:	ADMISSION COST:	ADMISSION COST:	ADMISSION COST:	ADMISSION COST:	ADMISSION COST:
REFRESHMENTS TO BE SERVED ☐ Yes ☐ No	REFRESHMENTS TO BE SERVED ☐ Yes ☐ No	REFRESHMENTS TO BE SERVED ☐ Yes ☐ No	REFRESHMENTS TO BE SERVED ☐ Yes ☐ No	REFRESHMENTS TO BE SERVED ☐ Yes ☐ No	REFRESHMENTS TO BE SERVED ☐ Yes ☐ No	REFRESHMENTS TO BE SERVED ☐ Yes ☐ No
SERVICES REQUESTED ☐ Custodial ☐ Technology/Media ☐ Site Manager	SERVICES REQUESTED ☐ Custodial ☐ Technology/Media ☐ Site Manager	SERVICES REQUESTED ☐ Custodial ☐ Technology/Media ☐ Site Manager	SERVICES REQUESTED ☐ Custodial ☐ Technology/Media ☐ Site Manager	SERVICES REQUESTED ☐ Custodial ☐ Technology/Media ☐ Site Manager	SERVICES REQUESTED ☐ Custodial ☐ Technology/Media ☐ Site Manager	SERVICES REQUESTED ☐ Custodial ☐ Technology/Media ☐ Site Manager

Special Requests:

~ Application continues on the next page ~

HOLD HARMLESS AGREEMENT

The (lessee of facilities) agrees to indemnify, defend, and hold harmless the CARLISLE SCHOOL DISTRICT BOARD OF EDUCATION and their agents and employees from any and all claims, liabilities, demands, or damages arising out of the use of the lessee's use of the facility caused by the negligent or intentional acts or omissions of the leasing party, its agents, employees members, participants, attendees, spectators, or guests. Additionally, the (lessee of facilities) is required to provide verification of general liability insurance, naming the CARLISLE SCHOOL DISTRICT BOARD OF EDUCATION as an additional insured, before facility use is authorized. By signing below, I acknowledge that I have read and understand the Hold Harmless Agreement and understand that I will be responsible for supervising the school facility during the event, general cleanup following the event, and be generally responsible for school facilities as stated on the following page of this application. I also understand that no changes may be made to this agreement less than 48 hours in advance.

SIGNATURE OF RESPONSIBLE PARTY: _____

PRINTED NAME OF RESPONSIBLE PARTY: _____

COMPLETE ADDRESS: _____

TELEPHONE NUMBER: _____ DATE SIGNED: _____

~ This section to be completed by the Facilities Manager ~

NEED BOARD APPROVAL:		DATE RECEIVED:	REQUEST GRANTED: ☐ Yes ☐ No
GROUP CATEGORY:	☐ Organization for students/community group ☐ Community group-profit	☐ Community group ☐ Non-community group	ASSIGNED PARKING LOT(S):
SPECIAL SERVICES REQUIRED:		CHARGE FOR SPECIAL SERVICES PER FEE SCHEDULE:	
SPECIAL SERVICES CHARGED FOR:			SITE MANAGER REQUIRED: ☐ Yes ☐ No
FACILITIES MANAGER SIGNATURE:			DATE:

~ This section to be completed by Superintendent/Designee ~

DATE RECEIVED:		DATE TO BOE:	DATE PAID:
SUPERINTENDENT SIGNATURE:			DATE:

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 beverages 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 ensure 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 designated 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.