Carlisle Public Schools
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Director of Facilities
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May 6, 2025

Dear Carlisle School Facility User,

The purpose of this letter is to assist us in planning, organizing, and facilitating each group's facility use during the school year.

Facility use requests for the current school year will be confirmed by email. Only one facility use application is required per year for your organization. If you are requesting multiple dates, please submit a list showing each specific day, date, start time, and end time of the event. Requests will be prioritized in accordance with the Carlisle School Committee policy.

Please remember that all local non-profit organizations are required, per School Committee policy, to submit proof of general liability insurance in the amount of $1,000,000 with their facility use application. If this applies to your organization, be sure to include the insurance documentation with your application.

If you need any assistance, feel free to contact Nancy Donnelly, Facilities Assistant at ext. 2004 or via email at facilities@carlisle.k12.ma.us.

We look forward to supporting your organization's facility use in the upcoming school year.

Sincerely,
Stephen Connearney
Director of Facilities