

Additional Proposed Modifications To CSD Facilities

Use Policy – Procedural Suggestions

1. The majority of leadership in a non-profit/resident organization must be residents of the Carlynton School District
2. Non-profit/resident group with limits on its roster size (e.g., registration deadline) must adhere to the following, which are designed to ensure maximal participation by Carlynton residents in organizations and activities that use district facilities:
 - a. A registration period exclusively for Carlynton district residents.
 - b. All non district residents wait listed until end of registration deadline.
 - i. These persons will be admitted on a space-available basis.
 - c. Inform potential members of deadline for registration in flyers, etc.
 - d. Ample and adequate notification of group registration to Carlynton Residents.
 - i. Notice of organization registration period and deadlines must be posted in the Signal Item and the Post-Gazette West.
 - ii. Notice of organization registration period and requirements must be sent to all students attending Carlynton School district schools. Flyers may be sent home with school students after approval by the Superintendent.
3. Non-profit/resident group with no limit on its roster size (e.g., ongoing enrollment) must provide adequate and ample notification of registration and club activities to Carlynton Residents.
 - i. Notice of organization registration must be posted in the Signal Item and the Post-Gazette West at least once a year.
 - ii. Notice of organization registration period and requirements must be sent to all students attending Carlynton School district schools. Flyers may be sent home with school students after approval by the Superintendent.
4. Require a damage deposit fee that will be returned at the end of the application period provided facilities remain undamaged.

Carlynton School District
Checklist for Non-profit/Resident Groups Using District Facilities
This form must accompany an application for facility use

_____ 1. List of all organization leaders by school district:

Carlynton Resident Leaders:		
Name	Address	E-mail
Non-Resident Leaders:		

_____ 2. List of all organization members by school district (attached). *This is the only roster that will be reviewed to determine eligibility status. Failure to provide an accurate, official roster is grounds for revoking facility use privileges.*

Number of Carlynton resident members: _____
 Number of members from other districts: _____

_____ 3. Copy of flyer sent to all students in the Carlynton School District showing:

- _____ a. exclusive registration period for Carlynton residents
- _____ b. non-district residents wait-listed until registration deadline
- _____ c. final registration deadline

_____ 4. Copies of local paper notices:

- _____ Signal Item
- _____ Post Gazette West

_____ 5 Check for out-of-district fee covering all members not Carlynton School District residents. *(These monies are payable by the out-of-district members and collected by the organization on behalf of the school district)*

Number of out-of-district members: _____
 Out-of-district fee: x \$60
 Total Amount due: \$

_____ 6 \$1000 Damage Deposit. *This will be returned at the end of the application period pending return of facilities to original state.*

_____ 7 Official Group Contact. Name: _____
 Phone: _____
 Email: _____

Please make all checks payable to the "Carlynton School District" and note "Facilities usage fees". Thank you!