

# CARLISLE RECREATION COMMISSION

## THE BRICK BUILDING

### RULES OF USE

The Carlisle Recreation Department oversees the use and maintenance of the Brick Building. In allowing the use of the building, we have set the following rules. Failure to obey these rules will jeopardize a group's future use of the Brick Building.

1. **Scheduling:** To minimize schedule conflicts, the following procedures have been established.
  - a. Make all schedule requests through Holly Mansfield at [hmansfield@carlislema.gov](mailto:hmansfield@carlislema.gov)
  - b. Submit a completed "Building Use Application"
  - c. Groups who use the Brick Building on a regular basis must annually reconfirm their usage schedule.
2. **Building Key:** The building key is available at the Police Department located at 41 Lowell Street. Please email Holly Mansfield to arrange key pick-up. **THE KEY IS NOT TO BE DUPLICATED.** Please return the key to the Carlisle Police Department at the end of your event.
3. **Building Use:**
  - a. Commercial or private business activities are strictly prohibited.
  - b. No liquor is to be served.
  - c. NO SMOKING
4. **Building Clean-up:** You must return the building to how you found it
  - a. PLEASE NOTE that all cleaning supplies, trash bags and paper goods are stored on top of the blue cabinet.
  - b. PLEASE NOTE that brooms and a vacuum are stored in the utility closet.
  - c. Return CLEANED tables and chairs to their original location.
  - d. Be sure that sinks and toilets are left clean and that no water is running
  - e. Empty trash bins and replace with new trash bags and TAKE ALL TRASH HOME WITH YOU. (or put TRASH ONLY in the dumpster located on the right side of the Highland Building)
  - f. Turn the thermostat to 68 degrees in the winter months or turn down the thermostat to 55 degrees during the spring and fall months
  - g. Turn off all lights
  - h. Close all windows and doors. Be sure doors are locked and closed tightly.
  - i. Failure to follow procedures will result in a fine.
5. **IMPORTANT INFORMATION**
  - a. A First Aid Kit is located on the wall under the thermostat
  - b. An AED is hanging on the wall near the front door.
  - c. Note the location of the fire extinguisher – hanging on the wall near the interior door.
  - d. Please email the Holly Mansfield about any building problems at [hmansfield@carlislema.gov](mailto:hmansfield@carlislema.gov).
  - e. During the winter months, please do not unplug or move the heater from the bathroom or the pipes in the wall may freeze.

**Thank you!**

**The Brick Building  
97 School Street  
Carlisle, MA 01741**

**Building Usage  
Application**

Groups and individuals who wish to use The Brick Building should complete this application and return it to Holly Mansfield. Users are expected to abide by the Brick Building Rules of Use.

CONTACT NAME: \_\_\_\_\_

GROUP NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

Date of Function: \_\_\_\_\_

Time of Function: \_\_\_\_\_

Name of one or two individuals responsible for the key: Please email Holly Mansfield to arrange key pick-up

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

**For regular meetings only:**

Regular meeting dates and times: \_\_\_\_\_

Alternative schedule: \_\_\_\_\_

Special dates requested: \_\_\_\_\_

EXPLANATION OF ACTIVITIES AT THE BRICK BUILDING:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_