



Minutes

Facility Use Committee

October 24, 2018

4:15pm - Leary Conference Room

Attendees: Dr. David Baugh, Mary Alice Brancato, Cindy Bradney, John Creighton, Rebecca MacInnes, Judy Markoski, Mark B. Miller, Ryan Mulford, Colleen Ruch, Robert Whartenby

Topic	Notes	Follow up
1. Purpose of Committee:	<ul style="list-style-type: none"> - The Centennial School District decides how to use district facilities and how much to charge to use our facilities. - People who use our facilities should be part of a future conversation. - Facility Use paperwork is first handled by a school secretary and then by Joanne Liebert, secretary in the Facilities office. 	
2. Review of Policy 707. Use of School Facilities and ARs:	<ul style="list-style-type: none"> - The policy is well written but needs information added. - An AR needs to be created for use/rental of equipment. John Creighton will create an AR (form) and will look at other districts to see what they use for facility use. - A suggestion was made to clarify language in the AR to allow more information for set up, if needed. Custodians are frequently pulled from other duties to grab tables, chairs, equipment, etc. The form is too generic. - The gator is not to be used by anyone outside of the district. - A roster AR needs to be developed to show who the attendees are for Class 2 and Class 3 use. Name and address will be included. A draft of the roster will be shared during the next meeting. 	<p>John Creighton will work on the equipment use AR.</p> <p>Colleen Ruch will create a roster AR.</p>
3. Costs/revenue for Use of Facilities:	<ul style="list-style-type: none"> - A question was raised as to how much facility use costs the district and how much revenue the district collects for use of facilities. Are we making money, losing money or breaking even? This information will be shared with the committee in advance of the next meeting. - Dr. Baugh has requested a list of organizations who have requested use of district facilities over the past two years to be provided by Joanne Liebert. 	<p>Judy Markoski will create a financial report for usage by November 7.</p> <p>Joanne Liebert will provide a list of district facility users by November 7.</p>

4. Additional Committee Members	<ul style="list-style-type: none"> – Either Mark Swartwood or Dave Jones should be invited to join the committee, in addition to Craig Bisacquino so they can provide feedback as well. – A couple of community members will be invited to future meetings. Names of community members invited to join the committee will be provided by November 7, 2018. 	Mrs. Brancato will invite community members to join the committee by November 7, 2018.
5. Location of Meeting Scheduled for November 14, 2018	<ul style="list-style-type: none"> – The next meeting will be held in the Leary Conference Room (same location as this meeting). There is an induction meeting in the Dot Henry Conference Room at the same time as our next meeting. 	
6. Adjournment: Next Meeting	Wednesday, November 14, 2018 @ 4:15pm	