

PERMIT ACTIVITIES

School Parent Council meetings must be scheduled at the nearest Community School, Middle School or High School, which has a custodial night crew. The only exceptions to this requirement are special parent nights, including Parent Council elections.

Attached is a list of the schools affected and suggested alternate sites. It is suggested that you contact the Headmaster/Principal of the alternate location to schedule these permit activities.

Any activity taking place in a school building after school hours, including school vacation weeks, holidays and summer months, requires a permit, (attached) whether the occupancy is by an outside agency, in-house committee or School Department employees. This does not apply to Headmasters and Principals who may enter their buildings at any time. **CUSTODIANS SHOULD BE INSTRUCTED TO DENY ACCESS TO THE BUILDING IF NO PERMIT HAS BEEN ISSUED.**

Facilities Management Building Permits (for use of all space other than the gym):

For **ALL** requests to use school space: It is the school's responsibility to schedule applicants, review school space usage and ensure that the permit is filled in, signed by principal/headmaster and forwarded to Facilities Management.

Request to use the building for School or other BPS Department activity or event:

Please make sure that all school staff, school parent councils or school partners are informed of these procedures.

Permits are required for all programs, activities and events that occur before/after a school's instructional hours even if custodial staff is on duty during the hours requested.

Permits are due at least two weeks in advance of the event so it is advisable to fill out and submit a permit when the activity/event is scheduled and confirmed.

Permits are to be signed by the headmaster/principal and sent to the Facilities Management (if it is sent via fax a hard copy is not required).

Applicant is responsible for custodial overtime and energy fees if the event occurs before or after a building is closed or on a weekend or holiday. Schools and other applicants may also be responsible for overtime when the building is open if additional custodial coverage is required for an event as determined by Facilities Management. Payment in the form of a certified check or money order made out to Boston Public Schools is required prior to the permit.

For all activities and events that occur when the building is closed the custodian(s) will open the building one half hour prior to entrance of applicant to the building and will close the building one half hour after the applicant exits the building.

Request to use the building for by outside groups for non-BPS events:

All of the above conditions apply with the addition that outside groups must pay a building usage fee. A fee is charged per space.

Please find attached a list of Facilities Management permit fees that can be used to estimate the cost to use a building. An invoice will be sent by the Facilities Management Department with the actual fees that you will be charged. Custodial coverage is determined by the number of people and the amount of space used by the applicant

Any requests to waive any fees must be emailed to the Director of Facilities Management, Khadijah Brown with a "cc:" to the Assistant Director, Paul Wood at kjbrown@boston.k12.ma.us and pwood@boston.k12.ma.us.

Staffing Minimum

Up to 150 people = 1 Senior Custodian

Up to 350 people = 1 Senior Custodian and 1 Junior Custodian

Up to 450 people = 1 Senior Custodian and 2 Junior Custodians.

An additional hour will be added to the permit hours ½ to open and ½ to close.

Permit Fees

One Time Event	Auditorium, Gymnasium, Cafeteria Classroom	\$515.00/event \$180.00/classroom
Continuous Usage	Auditorium, Gymnasium, Cafeteria Classroom	\$2,575.00/year \$1,030.00/year
Energy Fee		\$75.00/hr
Custodian Senior Rate		\$48.00/hr
Custodian Junior Rate		\$35.50/hr.

If a custodian works overtime, Headmasters/Principals should work with their Area Managers to ensure that the custodian has meaningful work to do (a predetermined work schedule) during overtime hours. Headmasters/Principals should also instruct custodians to remain on the school premises while on overtime and perform the scheduled work.

Opening and closing times are figured into the permit hours. Occupant must vacate the premises at least one-half hour prior to closing time on the permit. IT IS IMPORTANT TO NOTE THAT CUSTODIANS MUST WORK THE NUMBER OF HOURS FOR WHICH THEY ARE BEING PAID.

For more information about this circular, contact:

Name:	Khadijah Brown, Director
Department:	Facilities Management
Mailing Address:	26 Court Street, Boston, MA 02108
Phone:	617-635-9117
Fax:	617-635-9252
E-mail:	kjbrown@boston.k12.ma.us

John P. McDonough, Interim Superintendent

HOME SCHOOL

ALTERNATIVE LOCATION

Adams	Umana, East Boston High
Baldwin ELC	Brighton H.S., Jackson-Mann, Taft Bldg.
Bates	Irving, Ohrenberger
Beethoven	Ohrenberger, West Roxbury High
Bradley	Umana, East Boston High
Carter	Blackstone, McKinley (South End Academy)
Channing	Rogers
Chittick	Rogers
Clap	McCormack, Gavin
Conley	Irving
Eliot	26 Court Street, Quincy Upper
Everett	McCormack, Gavin
Garfield	Brighton High, Jackson Mann, Taft Bldg.
E. Greenwood	Rogers
Grew	Rogers
Hale	Lewis, Dearborn
Haley	Lewenberg, Mattahunt
Holmes	Marshall
P. Kennedy	Umana, East Boston High
Kenny	Murphy, Harbor
Kilmer	West Roxbury Ed Complex
Lyon	Brighton H.S., Jackson-Mann, Taft Bldg.
Manning	Agassiz, English High
Mason	Dearborn, Higginson-Lewis, Madison Park
Mendell	Hernandez, English High
McKinley	Blackstone, McKinley (South End Academy)
Mozart	Lyndon, Irving
O'Donnell	Umana, East Boston High
O'Hearn	Murphy, Harbor
Otis	Umana, East Boston High
Perkins	Condon, Gavin
Perry	Tynan, Gavin
Philbrick	Irving
Russell	Campbell Resource Center, Gavin
P. A. Shaw	Tech Boston Academy, Holland, Dorchester Academy
Sumner	Irving, English High
Taylor	Holland, Dorchester Academy
Winship	Brighton High School, Jackson-Mann, Taft Bldg.
Winthrop	Burke, Dearborn, Higginson Lewis

FM FORM A
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BOSTON PUBLIC SCHOOLS

Facilities Management Building Permit



Date: _____

APPLICATIONS ARE DUE AT LEAST TWO WEEKS IN ADVANCE OF THE EVENT. THIS INCLUDES APPLICATIONS FOR ALL BOSTON PUBLIC SCHOOL EVENTS AND ACTIVITIES.

The undersigned hereby makes application on behalf of _____
 for permission to occupy one of the below:

26 COURT STREET:	CAMPBELL RESOURCE CENTER	SCHOOL (please fill in the name of the school in this box)	
<input type="checkbox"/> Winter Chambers <input type="checkbox"/> 1 st Fl. Conference Room	<input type="checkbox"/> Large Conference Room <input type="checkbox"/> Small Conference Room	<input type="checkbox"/> Auditorium <input type="checkbox"/> Cafeteria	<input type="checkbox"/> Classroom(s)# <input type="checkbox"/> Other:

ON _____
 Day of the week Month Date Year

Permit Hours: from: _____ am or pm until _____ am or pm
 (Hours must include the time that you want to enter and exit the building, not the time of the event.)

Custodian Hours: from: _____ am or pm until _____ am or pm
 (To be determined by the Department of Facilities Management)

For the following purpose (please describe fully): _____

Number of people expected at this event: _____ Will food/refreshments be served? _____

Charge for admission \$ _____ If admission is charged, proceeds will be donated to: _____

Signature of Building Permit Applicant:*

PRINT NAME: _____

ORGANIZATION: _____

FULL ADDRESS: _____

PHONE: _____ FAX: _____

Department of Facilities Management
 26 Court Street, 2nd Floor
 Boston, MA 02108
 (617) 635-9163
 Fax (617) 635-9306

Approved by : _____

Date: _____

(This box is for Dept. of Facilities Management use only.)

*With your signature, you agree that you are obligated to clean the space before you leave so that it's ready to be used by others. If you do not, your organization may be charged additional custodial and/or other fees and may lose the privilege of using any Boston Public Schools facility in the future. With your signature you also agree to the terms and conditions on page two of this document.

Principal/Headmaster Signature (confirming that space is available):

Please note: If schools are closed due to inclement weather or other emergencies, all permits are cancelled. Please read the terms and conditions on page 2.

Terms and Conditions

- **Responsibility for Use:** The applicant assumes full responsibility for any injury to, or loss of, city property consequence of such use of the above described accommodations, and engage to make the same good without the expense to the city. The undersigned further agrees to pay the charge for the light, heat, custodians, security and other service as required.
- **Licenses:** In addition to the permit required by the regulations of the School Committee, a further license under the provisions of Chapter 348 of the Special Acts of 1915 must be obtained by application to the Mayor, and payment of the required fee, for any exhibition or entertainment to which an admission fee is charged. No such license is required for entertainment given in school buildings by or for the benefit of the pupils thereof, and under the supervision of the Principal/Headmaster.
- **Police Attendance:** If there is to be a charge for admission, the person to whom the permit is issued must make provisions for police attendance.
- **Time for Filing Applications:** Applications must be filed and all charges paid, at least two weeks in advance of the time when the use of the accommodation is desired. No definite and final reservations are made until all charges have been paid. The location and focus of TV lights in Winter Chambers must not be altered. Violations will jeopardize future use.
- According to state law, alcoholic beverages are not allowed in public school buildings. Consumption of food and/or beverages is not permitted in the auditorium or conference rooms. Smoking is not permitted in any school building.
- **Payment:** Billing information must be included with the permit application. Payment is due no later than 2 weeks prior to the event, by Certified Checks and/or Money Orders. Checks must be made out to the Boston Public Schools.

FM FORM B

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**BOSTON PUBLIC SCHOOLS
Facilities Management - Gymnasium Permit
2013-2014**

Date: _____

Please complete and forward this form to: Facilities Management
26 Court Street, Boston, MA 02108
(617) 635-9126 (Office)
(617) 635-9252 (Fax)

School Requested: _____

Organization: _____

Activity (If youth activity, please specify ages of participants): _____

Contact Information:

Person(s) Responsible: _____

Address: _____
STREET CITY ZIP

Home/Cell: _____ Work: _____ FAX: _____

E-Mail Address: _____

Applicant's Signature: _____

Please indicate hours requested to occupy including A.M. or P.M. in boxes provided below.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

Begin Date: Month _____ Day _____ Year _____

Expiration Date: Month _____ Day _____ Year _____

Cost: Custodial \$ _____ Utilities \$ _____ Other \$ _____ Total \$ _____

There will be a charge of \$ _____ for admission and proceeds will be donated to _____

PLEASE MAKE CHECKS PAYABLE TO: BOSTON PUBLIC SCHOOLS

ALL ADULT AND WEEKEND ACTIVITIES WILL BE CHARGED APPLICABLE FEES

Your application to occupy the gymnasium is approved exclusive of holidays, school vacation weeks when the school requires the use of the facilities, and on days that the school is closed due to inclement weather or other emergency. Please note that snow days will be refunded or credited as requested.

Approved: _____ Date: _____
Khadijah J. Brown, Director

TERMS AND CONDITIONS

The applicant and sponsor/organization is assigned the use of this gymnasium, providing the following requirements are strictly observed:

- **Applicant/Organization assumes all responsibility for the proper use and protection of the facilities provided in the school. Then applicant/organization must not allow persons to use these facilities over whom they have no control. The organization, their participants and spectators are prohibited from any part of the building other than the gymnasium.**
- Applicant/Organization must provide sufficient supervisory personnel to ensure proper supervision for the safety of members/guests and regulate responsible usage. Organization will be responsible for all cost incurred to repair any damage done to gymnasium or equipment (i.e. hanging off of basketball hoops).
- Custodial employees are not available for supervising the premises. They have obligations connected with cleaning and maintenance of the building.
- Headmasters/Principals reserve the right to request cancellation of any organization occupying their facility. Facilities Management also has the right to cancel the permit for any regulations not adhered to on this application.
- It is expressly understood and agreed that the regulations of the School Committee are to be strictly complied with, and the undersigned hereby assumes full responsibility for any injury to, or loss of, city property to make the same good without expense to the city. The undersigned further agrees to pay the required charge for light, heat, custodian and other services.
- In addition to the permit required by the regulations of the School Committee, a further license under the provisions of Chapter 348 of the Special Acts of 1915 must be obtained by application to the Mayor, and payment of the required fee, for any exhibition or entertainment to which an admission fee is charged. No such license is required for entertainment given in school buildings by, or for the benefit of, the pupils therefore, and under the supervision of the Principal/Headmaster or teacher-in-charge of the school classes therein.
- In every case when a school building shall be occupied for whole or for part outside of school hours, sufficient police attendance is necessary if there are one hundred (100) or more persons occupying the facility. Police detail is the sole responsibility of the renter(s) and if the Director deems such police attendance necessary, he may cancel the permit and exclude all persons from this building.
- Gymnasium rentals for any weekend, holiday, or school vacation usage when custodian is not on duty, will require custodial overtime, energy costs and usage fees. Opening and closing times for custodians are **not** figured into the permit hours. Custodians are paid one-half hour before applicant/organization's requested entry time and one half hour after requested permit time.
- Application renewals may be filed the second week in August. Blank applications will be mailed, upon request only, the last week of July. Please note that any organization(s) who have occupied the gymnasium in prior school years will have priority over new applicants. Gymnasium rentals will commence the third full week of September. No definite and final reservations are made until charges have been paid. **PAYMENT/DEPOSIT FOR USE OF THE GYMNASIUM MUST BE PAID TWO WEEKS BEFORE OCCUPYING THE FACILITY. REMAINING BALANCE MUST BE MADE 2 WEEKS BEFORE EXPIRATION DATE OF PERMIT (IF PAYMENT IS NOT RECEIVED, CUSTODIAN WILL BE NOTIFIED NOT TO OPEN BUILDING). FACILITIES MANAGEMENT MUST BE NOTIFIED IN ADVANCE OF ANY CHANGES OR CANCELLATIONS (IF FACILITIES MANAGEMENT IS NOT NOTIFIED, APPLICANT/ORGANIZATION IS RESPONSIBLE TO PAY REMAINING BALANCE).**