

NEWTON PUBLIC SCHOOLS
 100 Walnut Street, Newtonville, MA 02460-1398
RULES & REGULATIONS FOR C PERMITS - CATEGORY “OTHER”

- **Custodial charges:** Note that custodial charges will include additional hours for opening and closing the building and cleaning. The number of hours charged is above and beyond the custodial coverage charges for the period that you are occupying the building. **Please check with the building’s senior custodian in advance if you want an idea of how many hours will be charged.**
- **Payment by Short-term Users (permit if for fewer than 8 consecutive days, weeks, or months):** **You MUST submit a check with payment in full no later than 10 business days prior to the first date of rental.**
- **Payment by Long-term Users (permit is for 8 or more consecutive days, weeks, or months):** **You MUST submit a check for 50% of the total fee no later than 10 business days prior to the use.** The remaining balance is due at the mid-point of your building use period. **Checks should be made payable to Newton Public Schools – USB.** Please write your permit number on the check.
- **Signature on permit application:** The person responsible for payment of the permit fees must sign the application form(s). The person signing will also be responsible for the conduct of the individuals in the building in the rental date(s.)
- **Cancellations:** 48 hours notice **MUST** be given to the Operations Department by calling 617-559-9000 and by calling the senior custodian of the building on your permit. Please obtain the custodian’s telephone number when completing the application. If you do not leave a message for the custodian, you will be charged 3 hours of time.
- **In case of inclement weather, call the USB Emergency Weather Hotline @ 617-559-9020 to find out if buildings will be open. In the case of a major snowstorm when schools are closed, permitted building use will be cancelled.**
- Note for completing permit application: If the building is to be used for more than one date, EACH date must be listed individually on the permit application form, NOT, for example, 9/1-9/7.
- As a condition of use of Newton Public Schools’ buildings, the applicants agree to furnish at their own expense, police protection which the circumstances or the School Committee may require and to reimburse the City for any damage which may be done to the building or content.
- For filming in school buildings or on school grounds, a completed Release and Indemnity form and Application for Approval of Professional Filming, available at City Hall, must accompany the permit request.
- The City’s policy is to require proof of adequate liability insurance for all mechanical and animal rides and related amusement equipment. The City of Newton must be named as “additional insured.”
- Please support Newton Public Schools single stream recycling efforts. Place paper, plastic, drink bottles/cans in recycle containers.

PRIORITY ORDER AND EXAMPLE GROUPS IN A, B, and C CATEGORIES

A-School Related #1	A-PTO # 2	B–Municipal #3	B–City Youth #4	B-Newton Community Groups #5	C – Other #6
Principal Sponsored Events Community Education NPS Summer School	PTO sponsored events and fundraisers	All City Departments	Newton Student Youth Groups (Scouts) Day Care/After Care	Community Meetings Newton Schools Foundation EDCO	Private Groups - Including All Non-Profits

RULES AND REGULATIONS OF THE NEWTON SCHOOL COMMITTEE
ARTICLE VI: USE OF SCHOOL BUILDINGS

1. Consistent with the First Amendment of the United States Constitution and the Anti-Aid Amendment of the Massachusetts Constitution, the School Committee shall allow the public to use school property subject to such reasonable time, place and manner regulations as the School Committee may establish provided such use does not interfere with the use of school property for school purposes and provided that such does not endanger the health, safety and welfare of the public.
2. Preference will be given to organizations connected with the schools or composed of pupils in the schools or of school age.
3. Subject to these Rules and Regulations, permission to use accommodations in school buildings for other purposes than the regular work of the school , may be granted in behalf of the Committee by the Superintendent, except that the Superintendent shall refer to the Committee at its next meetings those requests which, in his judgment, should be acted on by the Committee. The Superintendent shall report at the next meeting of the School Committee those requests which have been granted or denied by him.

4. Permits for public or private functions shall be granted only for those purposes set out in Massachusetts General Laws, Chapter 71, Sec. 71 and which are deemed to be in the interest of the community.
5. When school buildings are used for meetings of Newton teachers, pupils or other persons connected with schools and are held on regular school days, there shall be no charge for light, heat, or custodial service and the custodian shall not be allowed any compensation on account of such occupancy, except that when such meetings are held in the evening, or not on a regular school day, there shall be an approved charge for custodial service if such service is necessary. The cost of such service for five regular evening meetings of each local Parent-Teacher Organization shall be borne by the Newton Public Schools.
6. Charges may be abated when, in the judgment of the Superintendent or his/her designee, the purpose is of such significance as to warrant such abatement. In such cases, the expenses of the necessary custodial service shall be borne by the Newton Public Schools.
7. When school property is used other than for school purposes, the School Committee shall be paid for such use at a rate set by the School Committee.
8. Smoking in school buildings and on school grounds is prohibited.
9. Consistent with current Massachusetts law Chapter 272, sec. 40a, neither the sale nor the use of alcoholic beverages is permitted in school buildings or on school grounds. The law permits the School Committee to grant permission to public or non-profit organizations to possess and sell alcoholic beverages in a school building during non-school hours provided the organization is properly licensed under the provisions of M.G.L.c 138, sec.14. Please see Section 9 of the School Committee's USB policies which can be found at the following link: <http://www3.newton.k12.ma.us/sites/default/files/USB%20policy.pdf>.
10. At all meetings attended exclusively or in part by pupils of the schools under jurisdiction of the Committee, the principal of the school shall be responsible for the preservation of good order, and shall remain in charge until all the pupils have left the building.