



David Stickney, Director of Facilities
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Use of School Building – “Permit Category A”

1. School-related events, authorized by the school principal.
2. PTO meetings and events

Custodial Rates

RATES ARE PER CUSTODIAN HOUR (MINIMUM OF 3 HOURS)		
R	School Related	\$40/hour after 6 PM Monday through Friday - 3 hr. minimum
		\$40/hour Saturday - 3 hr. minimum
		\$40/hour during vacation week
		\$60/hour Sundays and holidays - 3 hr. minimum
A	PTO/PTSO	PTO Meetings:
		No cost for the first five (5) meetings.
		\$20/hour Monday through Friday meetings
		\$40/hour Saturday meetings - 3 hour minimum
T		PTO Events:
		\$40/hour All events - 3 hour minimum
		\$60/hour All events on Sunday and holidays - 3 hr. minimum
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No room fees are charged to the clients holding “A” USB permits for the use of the room(s).

Please note that the Facilities Department will make final determination of:

1. Permit category assigned to the user.
2. Amount of Custodial fees.
 Custodial fees will typically be added to the requested time of your event. For example, if your event is from 7 PM – 10 PM there will be typically thirty (30) minutes charged to unlock the doors, turn on lights and HVAC prior to the event then depending on the number attending the event and the amount of clean up, an additional hour or more will be charged after the event. Your three (3) hour event may have a custodial charge of four (4) ½ hours or more.

If you have any questions about which type of permit to use, applicable fees, or need assistance completing or submitting an application, please contact:

Beverly Hall, Executive Administrative Assistant for Facilities.
 Phone: 617-559-9000 or Email: Beverly_Hall@newton.k12.ma.us.