



David Stickney, Director of Facilities  
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**Use of Building Permit Category “C”**

1. Businesses
2. Non-Newton Organizations and Groups
3. Private Schools
4. Private functions for Newton residents

**Custodial Rates**

RATES ARE PER CUSTODIAN HOUR (Minimum of 3 hours) PLUS Flat Rate Room Surcharge*	
Indicate (x) applicable rate.	
<b>R A T E S</b>	<b>Other:</b>
	<b>Business/</b> <input type="checkbox"/> \$77/hour Monday through Saturday 3 hr. min. plus flat rate room surcharge*
	<input type="checkbox"/> \$89/hour Sundays & Holidays - 3 hr. min. plus flat rate room surcharge*
	<b>Newton</b> <input type="checkbox"/> \$77/hour Monday through Saturday 3 hr. min. plus flat rate room surcharge*
	<b>Residents</b> <input type="checkbox"/> \$89/hour Sundays and Holidays - 3 hr. min. plus flat rate room surcharge*
	<b>Non-Newton</b> <input type="checkbox"/> \$77/hour Monday through Saturday 3 hr min. plus flat rate room surcharge*
	<b>Groups</b> <input type="checkbox"/> \$89/hour Sundays and Holidays - 3 hr. min. plus flat rate room surcharge*
	<b>Private Schools</b> <input type="checkbox"/> \$77/hour Monday through Saturday 3 hr min. plus flat rate room surcharge*
	<input type="checkbox"/> \$89/hour Sundays and Holidays - 3 hr. minimum plus room surcharge*
	<b>Lighting (NNHS/ NSHS only)</b> <input type="checkbox"/> Extra Charges- If renting the auditorium @ NNHS or NSHS additional charges for lighting, sound equipment and technician fees may be added. Contact NNHS at 617-559-6406 or South at 617-559-6594. A separate application must be submitted.

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 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 4 ½ hours or more.

**Important: All invoices will be emailed to the contact person listed on the permit.**

If you have any questions about which type of permit to use, applicable fees, or need assistance submitting an application, please contact:  
 Beverly Hall, Executive Administrative Assistant for Operations. Phone: 617-559-9000  
 or Email: Beverly\_Hall@newton.k12.ma.us.