



Facilities Office
100 Walnut Street
Newton, MA 02460

Steps to Follow When Submitting a Request to Serve Alcohol during an Event

1. Request a Use of Building Permit for the Event
2. Once the USB permit has been approved – a schedule ID number has been assigned to the permit, obtain permission from the Newton Public Schools School Committee to serve alcohol
(Submit a letter to the School Committee requesting permission to serve alcoholic beverages, include the approved USB number – schedule ID #)
3. Complete an application through the Board of Licensing – City of Newton – for a one day permit
4. Receive an approval from the Newton Police Chief – the alcohol permit must be signed by the Facilities Director
5. Send a copy to the Facilities office of the approval from the school committee, the Board of Licensing, and the NPS Police Department for the one day license.