

**NEWTON PUBLIC SCHOOLS**

**A**

**SCHOOLS/PTOs**

Permit Number:

**Request/Permit for Use of School Buildings**

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**This Section is to be Completed by the Applicant**

**DIRECTIONS:** Print and complete this form in full. Submit request to the senior custodian of the school as least **3 weeks** prior to use. Submit checks payable to **Newton Public Schools-USB** to the Operations Department, Education Center, 100 Walnut Street, Newtonville, MA 02460. **A minimum of 50% is due upon receipt of permit confirmation.** (Questions, please call 617-559-9000.) For kitchen use, please contact the Whitsons Culinary Group at 617-559-6315. In case of inclement weather, call the use of building permit weather hot line: 617-559-9020.

Organization Name: \_\_\_\_\_ Contact Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Organization Address: \_\_\_\_\_ Contact's Address: \_\_\_\_\_  
City State Zip Contact's Email Address: \_\_\_\_\_

School: \_\_\_\_\_ Room(s): \_\_\_\_\_

Dates Requested: \_\_\_\_\_  
\_\_\_\_\_

Hours in Building: From: \_\_\_\_\_ To: \_\_\_\_\_ Estimate Attendance: \_\_\_\_\_  Check box if open to public.  
(specify AM or PM)

Purpose/Activity: \_\_\_\_\_ Use of Proceeds: \_\_\_\_\_  
 Check box if admission is charged.

Equipment/Room Set up: \_\_\_\_\_

**Additional Custodial, cafeteria, other services requested may be subject to additional charge.**

**Important: All invoices will be sent to the contact person listed on the permit by way of email.**

**\*\*\*\* Email address of person responsible for payment: \_\_\_\_\_**

I (we) agree to comply with the Rules and Regulations set by the Newton Public Schools School Committee, which I (we) have reviewed in full.

**RATES ARE PER CUSTODIAN HOUR**

**(MINIMUM OF 3 HOURS)**

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<b>School Related</b>	\$38/hour after 6 PM Monday through Friday - 3 hr. minimum \$38/hour Saturday - 3 hr. minimum \$38/hour during vacation week \$50/hour Sundays and holidays - 3 hr. minimum
<b>PTO/PTSO</b>	<b>PTO Meetings:</b> No cost for the first five (5) meetings. \$19/hour Monday through Friday meetings \$38/hour Saturday meetings - 3 hour minimum
	<b>PTO Events:</b> \$38/hour All events - 3 hour minimum \$58/hour All events on Sunday and holidays - 3 hr. minimum

\*\*\* To submit this form, please **PRINT** it and bring the form to the senior custodian\* at the building you would like to rent.  
\* NNHS is the exception - please submit permit request to the Office of the Assistant Principal