



# Superintendent's Circular

School Year 2011-2012

**NUMBER:**  
FMT-5

**DATE:**  
September 1, 2011

## PERMIT ACTIVITIES

School Parent Council meetings must be scheduled at the nearest Community School, Middle School or High School, which has a custodial night crew. The only exceptions to this requirement are special parent nights, including Parent Council elections.

Attached is a list of the schools affected and suggested alternate sites. It is suggested that you contact the Headmaster/Principal of the alternate location to schedule these permit activities.

**Any activity taking place in a school building after school hours, including school vacation weeks, holidays and summer months, requires a permit,** (attached) whether the occupancy is by an outside agency, in-house committee or School Department employees. This does not apply to Headmasters and Principals who may enter their buildings at any time. **CUSTODIANS SHOULD BE INSTRUCTED TO DENY ACCESS TO THE BUILDING IF NO PERMIT HAS BEEN ISSUED.**

If a custodian works overtime, Headmasters/Principals should work with their Area Managers to ensure that the custodian has meaningful work to do (a predetermined work schedule) during overtime hours. Headmasters/Principals should also instruct custodians to remain on the school premises while on overtime and perform the scheduled work.

Opening and closing times are figured into the permit hours. Occupant must vacate the premises at least one-half hour prior to closing time on the permit. **IT IS IMPORTANT TO NOTE THAT CUSTODIANS MUST WORK THE NUMBER OF HOURS FOR WHICH THEY ARE BEING PAID.**

For more information about this circular, contact:

<b>Name:</b>	Khadijah Brown, Director
<b>Department:</b>	Facilities Management
<b>Mailing Address:</b>	26 Court Street, Boston, MA 02108
<b>Phone:</b>	617-635-9117
<b>Fax:</b>	617-635-9252
<b>E-mail:</b>	<a href="mailto:kjbrown@boston.k12.ma.us">kjbrown@boston.k12.ma.us</a>

Carol R. Johnson, Superintendent

HOME SCHOOL

Adams  
Baldwin ELC  
Bates  
Beethoven  
Bradley  
Carter  
Channing  
Chittick  
Clap  
Conley  
E. L. C. (East)  
Eliot  
Everett  
Gardner  
Garfield  
E. Greenwood  
S. Greenwood  
Grew  
Hale  
Haley  
Holmes  
P. Kennedy  
Kenny  
Kilmer  
Lyon  
Manning  
Mason  
Mendell  
McKinley  
Mozart  
O'Donnell  
O'Hearn  
Otis  
Perkins  
Perry  
Philbrick  
Russell  
P. A. Shaw  
Sumner  
Taylor  
Winship  
Winthrop

ALTERNATIVE LOCATION

Umana, East Boston High  
BCLA, Jackson-Mann  
Irving, Ohrenberger  
Ohrenberger, West Roxbury High  
Umana, East Boston High  
Hurley  
Rogers  
Rogers  
McCormack, Gavin  
Irving  
Campbell Resource Center, Burke  
26 Court Street, Quincy Upper  
McCormack, Gavin  
BCLA, Jackson-Mann  
BCLA, Brighton High  
Rogers  
Burke  
Rogers  
Lewis, Dearborn  
Lewenberg, Mattahunt  
Marshall  
Umana, East Boston High  
Murphy, Harbor  
West Roxbury Ed Complex  
BCLA, Jackson-Mann  
Agassiz, English High  
Dearborn, Lewis, Madison Park  
Hernandez, English High  
Hurley  
Lyndon, Irving  
Umana, East Boston High  
Murphy, Harbor  
Umana, East Boston High  
Condon, Gavin  
Tynan, Gavin  
Irving  
Campbell Resource Center, Gavin  
Dorchester Ed. Complex, Holland  
Irving, English High  
Dorchester Ed. Complex, Holland  
BCLA, Jackson-Mann  
Burke, Dearborn, Lewis

FM FORM A

PAGE 1 OF 2

**BOSTON PUBLIC SCHOOLS  
Facilities Management Building Permit**

Date: \_\_\_\_\_

**APPLICATIONS ARE DUE AT LEAST TWO WEEKS IN ADVANCE OF THE EVENT. THIS INCLUDES APPLICATIONS FOR ALL BOSTON PUBLIC SCHOOL EVENTS AND ACTIVITIES.**

The undersigned hereby makes application on behalf of \_\_\_\_\_  
for permission to occupy:

<b>26 COURT STREET:</b> <input type="checkbox"/> Winter Chambers <input type="checkbox"/> 1 <sup>st</sup> Fl. Conference Room <input type="checkbox"/> 2 <sup>nd</sup> Fl. Conference Room	<b>Campbell Resource Ctr.</b> <input type="checkbox"/> Large Conference Room <input type="checkbox"/> Small Conference Room	<b>School:</b> <input type="checkbox"/> Auditorium <input type="checkbox"/> Classroom# <input type="checkbox"/> Cafeteria <input type="checkbox"/> Other:
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ON \_\_\_\_\_  
          Day of the week                      Month                      Date                      Year

between the hours of \_\_\_\_\_ A.M. or P.M. and \_\_\_\_\_ A.M. or P.M.

**(Hours must include the time that you want to enter and exit the building, not just the time of the event. You must include an additional half hour before your entrance time for the custodian to open and include an additional half hour after your exit time for the custodian to close the building. You are not allowed in the building while the custodian is opening or closing.)**

For the following purpose (please describe fully): \_\_\_\_\_

Number of people expected at this event: \_\_\_\_\_ Will food/refreshments be served? \_\_\_\_\_

Charge for admission \$ \_\_\_\_\_ If admission is charged, proceeds will be donated to: \_\_\_\_\_

Signature of Building Permit Applicant:\* \_\_\_\_\_

PRINT NAME: \_\_\_\_\_  
ORGANIZATION: \_\_\_\_\_  
FULL ADDRESS: \_\_\_\_\_  
PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

<p><b>Department of Facilities Management 26 Court Street, 2<sup>nd</sup> Floor Boston, MA 02108 (617) 635-9163 Fax (617) 635-9306</b></p> <p>Approved by : _____</p> <p>Date: _____</p> <p>(This box is for Dept. of Facilities Management use only.)</p>
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**\*With your signature, you agree that you are obligated to clean the space before you leave so that it's ready to be used by others. If you do not, your organization may be charged additional custodial and/or other fees and may lose the privilege of using any Boston Public Schools facility in the future. With your signature you also agree to the terms and conditions on page two of this document.**

Principal/Headmaster Signature confirming that this space is available to the applicant:  
\_\_\_\_\_

**Please note: If schools are closed due to inclement weather or other emergencies, all permits are cancelled.**

**Please read the terms and conditions on page 2.**

### Terms and Conditions

- **Responsibility for Use:** The applicant assumes full responsibility for any injury to, or loss of, city property consequence of such use of the above described accommodations, and engage to make the same good without the expense to the city. The undersigned further agrees to pay the charge for the light, heat, custodians, security and other service as required.
- **Licenses:** In addition to the permit required by the regulations of the School Committee, a further license under the provisions of Chapter 348 of the Special Acts of 1915 must be obtained by application to the Mayor, and payment of the required fee, for any exhibition or entertainment to which an admission fee is charged. No such license is required for entertainment given in school buildings by or for the benefit of the pupils thereof, and under the supervision of the Principal/Headmaster.
- **Police Attendance:** If there is to be a charge for admission, the person to whom the permit is issued must make provisions for police attendance.
- **Time for Filing Applications:** Applications must be filed and all charges paid, at least two weeks in advance of the time when the use of the accommodation is desired. No definite and final reservations are made until all charges have been paid. The location and focus of TV lights in Winter Chambers must not be altered. Violations will jeopardize future use.
- According to state law, alcoholic beverages are not allowed in public school buildings. Consumption of food and/or beverages is not permitted in the auditorium or conference rooms. Smoking is not permitted in any school building.

**FM FORM B**

**BOSTON PUBLIC SCHOOLS  
Facilities Management - Gymnasium Permit  
2011-2012**

Date: \_\_\_\_\_

Please complete and forward this form to Facilities Management.

School Requested: \_\_\_\_\_

Organization: \_\_\_\_\_

Activity (If youth activity, please specify ages of participants): \_\_\_\_\_

**Contact Information:**

Person(s) Responsible: \_\_\_\_\_

Address: \_\_\_\_\_  
**STREET CITY ZIP**

Home/Cell: \_\_\_\_\_ Work: \_\_\_\_\_ FAX: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Applicant's Signature: \_\_\_\_\_

**Please indicate hours requested to occupy including A.M. or P.M. in boxes provided below.**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

**Begin Date:** Month \_\_\_\_\_ Day \_\_\_\_\_ Year \_\_\_\_\_

**Expiration Date:** Month \_\_\_\_\_ Day \_\_\_\_\_ Year \_\_\_\_\_

Cost: Custodial \$ \_\_\_\_\_ Utilities \$ \_\_\_\_\_ Other \$ \_\_\_\_\_ Total \$ \_\_\_\_\_

There will be a charge of \$ \_\_\_\_\_ for admission and proceeds will be donated to \_\_\_\_\_

**\*\*\* ALL ADULT ACTIVITIES WILL BE CHARGED \*\*\***

Your application to occupy the gymnasium is approved exclusive of holidays, school vacation weeks when the school requires the use of the facilities, and on days that the school is closed due to inclement weather or other emergency. Please note that snow days will be refunded or credited as requested.

Approved: \_\_\_\_\_ Date: \_\_\_\_\_  
Khadijah J. Brown, Director

### **TERMS AND CONDITIONS**

The applicant and sponsor/organization is assigned the use of this gymnasium, providing the following requirements are strictly observed:

- **Applicant/Organization assumes all responsibility for the proper use and protection of the facilities provided in the school. Then applicant/organization must not allow persons to use these facilities over whom they have no control. The organization, their participants and spectators are prohibited from any part of the building other than the gymnasium.**
- Applicant/Organization must provide sufficient supervisory personnel to ensure proper supervision for the safety of members/guests and regulate responsible usage. Organization will be responsible for all cost incurred to repair any damage done to gymnasium or equipment (i.e. hanging off of basketball hoops).
- Custodial employees are not available for supervising the premises. They have obligations connected with cleaning and maintenance of the building.
- Headmasters/Principals reserve the right to request cancellation of any organization occupying their facility. Facilities Management also has the right to cancel the permit for any regulations not adhered to on this application.
- It is expressly understood and agreed that the regulations of the School Committee are to be strictly complied with, and the undersigned hereby assumes full responsibility for any injury to, or loss of, city property to make the same good without expense to the city. The undersigned further agrees to pay the required charge for light, heat, custodian and other services.
- In addition to the permit required by the regulations of the School Committee, a further license under the provisions of Chapter 348 of the Special Acts of 1915 must be obtained by application to the Mayor, and payment of the required fee, for any exhibition or entertainment to which an admission fee is charged. No such license is required for entertainment given in school buildings by, or for the benefit of, the pupils therefore, and under the supervision of the Principal/Headmaster or teacher-in-charge of the school classes therein.
- In every case when a school building shall be occupied for whole or for part outside of school hours, sufficient police attendance is necessary if there are one hundred (100) or more persons occupying the facility. Police detail is the sole responsibility of the renter(s) and if the Director deems such police attendance necessary, he may cancel the permit and exclude all persons from this building.
- Gymnasium rentals for any weekend, holiday, or school vacation usage when custodian is not on duty, will require custodial overtime, energy costs and usage fees. Opening and closing times for custodians are **not** figured into the permit hours. Custodians are paid one-half hour before applicant/organization's requested entry time and one half hour after requested permit time.
- Application renewals may be filed the second week in August. Blank applications will be mailed, upon request only, the last week of July. Please note that any organization(s) who have occupied the gymnasium in prior school years will have priority over new applicants. Gymnasium rentals will commence the third full week of September. No definite and final reservations are made until charges have been paid. **PAYMENT/DEPOSIT FOR USE OF THE GYMNASIUM MUST BE PAID TWO WEEKS BEFORE OCCUPYING THE FACILITY. REMAINING BALANCE MUST BE MADE 2 WEEKS BEFORE EXPIRATION DATE OF PERMIT (IF PAYMENT IS NOT RECEIVED, CUSTODIAN WILL BE NOTIFIED NOT TO OPEN BUILDING). FACILITIES MANAGEMENT MUST BE NOTIFIED IN ADVANCE OF ANY CHANGES OR CANCELLATIONS (IF FACILITIES MANAGEMENT IS NOT NOTIFIED, APPLICANT/ORGANIZATION IS RESPONSIBLE TO PAY REMAINING BALANCE).**