IMPORTANT INFORMATION: Permit Request Process for All BPS Buildings beginning July 1, 2018

Any activity taking place in a school building after school hours, including school vacation weeks, holidays and summer months, requires a permit. ALL PERSONS WILL BE DENIED ACCESS TO BPS BUILDINGS IF NO PERMIT HAS BEEN ISSUED.

Permits are to be electronically submitted through SchoolDude at least two weeks (minimum) in advance of the event so it is advisable to submit your request when the activity/event is scheduled and confirmed.

For external (non-BPS) users:
- Access link: https://www.communityuse.com/default.asp?acctnum=1480435200
- Please see the community user guide for more information about how an outside organization accesses the system and submits requests. Community user guide: https://drive.google.com/file/d/0B1TRZEgz-PjhU0FiczZ0NV9GMzI3dWN3ckRRb9INWJnSIBB/view
- Please see https://drive.google.com/file/d/0B-z00ZDW6bKvZI80bzJRWEhXQzlBOWIRV3JBby02cl0VHZN/view, which includes video and picture how-to guides for submitting requests once you are logged in.

For internal (BPS) users:
- Single Sign On: From the nine dot grid in the top right of your Gmail screen, click "More," then click the SchoolDude icon (looks like a cartoon face)
- Access Link: https://login.myschoolbuilding.com/msb, Log in with your BPS username and password
- Please see http://help.dudesolutions.com/Content/Documentation/Facility%20Usage/FSDirect/User%20Roles/Requester/How%20to%20Submit%20a%20Schedule%20Request.htm, which includes video and picture how-to guides for submitting requests once you are logged in.

Once an organization or BPS staff member has submitted a request, it will be routed to the school leader or their designee for approval. For more information about how to manage approvals, see http://help.dudesolutions.com/Content/Documentation/Facility%20Usage/FSDirect/User%20Roles/Site%20Administrator/How%20to%20Process%20a%20Request.htm.

If an independent third party (NOT a BPS or BPS Partner organization) submits a permit request form to use or occupy school property for an event at which attendance is expected to exceed 60 people, or at which there is a charge for admission, the party shall be required to hire a School Police detail to be present for the duration of their use of the property.
Please Note: The routing process for Summer will be different than the school year process. For summer programs, requests will go first to BPS Facilities, then the school leader will receive notification of the approval of building use.

**Custodial Hours and Overtime:** Applicant is responsible for custodial overtime, utilities fees and building usage fees, if applicable. Schools and other applicants may also be responsible for overtime if the event occurs before or after a building is closed, on a weekend, holiday or school vacation and/or when the building is open if additional custodial coverage is required, as determined by Facilities Management. Payment in the form of a certified check or money order made out to Boston Public Schools is required prior to the permit activity occurring.

For all activities and events that occur when the building is closed, the custodian(s) will open the building one half hour prior to entrance of applicant to the building and will close the building one half hour after the applicant exits the building. Groups requesting building space must abide by their requested permit hours.

**Request for building use by Community Users:**

All of the above conditions apply with the addition that outside groups must pay a building usage fee. A fee is charged per space.

An invoice for all Facilities Management permit fees will be sent by the Facilities Management Department via the SchoolDude building permitting system with the actual fees that the requester will be charged. Custodial coverage is determined by the number of people and the amount of space used by the applicant.

**Staffing Minimum**

Up to 150 people = 1 Senior Custodian

Up to 350 people = 1 Senior Custodian and 1 Junior Custodian

Up to 450 people = 1 Senior Custodian and 2 Junior Custodians

An additional hour is added to the permit hours (½ to open and ½ to close).

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. Custodians are expected to remain on the school premises while on overtime and perform the scheduled work. Custodial opening and closing times (½ hour before and ½ hour after) are figured into the permit hours - requesters DO NOT need to include this time in the request.
GENERAL - Terms and Conditions

Responsibility for Use:

- It is expressly understood and agreed that the regulations of the School Committee are to be strictly complied with. Requester/Organization may refer to the BPS Superintendent Circulars for BPS Policies and Procedures (https://www.bostonpublicschools.org/domain/1884).
- Requester/organization 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.
- For BPS Gymnasiums: Requester/Organization assumes all responsibility for the proper use and protection of the facilities provided in the school. 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.

Supervision: 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 the premises. Custodial employees are not available for supervising the premises. They have obligations connected with cleaning and maintenance of the building.

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 Boston Public Schools Police attendance. If a school building is occupied outside of school hours by third-party programs, sufficient Boston Public School Police attendance is necessary if there are sixty (60) or more persons occupying the facility. Boston Public Schools Police detail is the sole responsibility of the renter(s). If Boston Public Schools Police are not in attendance, BPS Facilities Management may cancel the permit and exclude all persons from this building.

Time for Filing Permit Requests: Building Permit Requests must be submitted 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.

Alcohol Regulations: 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.

Payment: Billing information must be included with the permit application. Payment is due no later than 2 weeks prior to the event, by Certified Checks and/or Money Orders. Checks must be made out to the Boston Public Schools.

Gymnasium Priority: Any organization who has occupied the gymnasium in prior school years will have priority over new applicants. No definite and final reservations are made until charges have been paid.
Right to Cancel: Headmasters/Principals reserve the right to request cancellation of any requested permit activity occurring at their facility. BPS Central Administration will make final determinations regarding principal/headmaster cancellation requests. BPS Central Administration has the right to cancel any permit in violation of our building usage and/or safety policies.

Obligation to Clean: Requester is obligated to clean and organize any used building space as they found it. If the space is not suitably cleaned and/or returned to the state it was in prior to use, the requester may be charged additional custodial and/or other fees and may lose the privilege of using any Boston Public Schools facility in the future.

School Closures: If schools are closed due to inclement weather or other emergencies, all permits are cancelled. Gymnasiums are not available for rental during holidays, Christmas, February, April and Summer vacation.

SUMMER TERMS ADDENDUM

Permit Approval: Summer permit requests will be routed first to BPS Facilities, then the school leader will receive notification of the approval of building use.

Permit Start & End Date: Summer programs may operate in BPS buildings between July 8th and August 9th, with one day of setup to be arranged with the school leader prior to July 1, 2019. Gymnasium permits will begin 1 week after the opening of school and end 1 week prior to the closing of school.

Student and Employee Attendance: Programs operating in BPS buildings must record daily student and staff attendance to be available upon request.

Identification: During the summer, all adults working in any BPS building must wear an identifying name badge indicating at minimum: full name and organization/program name. See below for specifications for employees working in BPS building during summer staff.

BPS summer staff: All BPS employees must wear their BPS issued ID
Non-BPS summer staff hired via OHC external hiring process: All Non-BPS summer staff must wear BPS Summer ID issued by OHC at their ‘Welcome Session’
Community-Based program staff: Must wear a visible organizational ID badge every day during program
For more information about this circular, contact:

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<thead>
<tr>
<th>Name:</th>
<th>P.J. Preskenis, Assistant Director</th>
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<tbody>
<tr>
<td>Department:</td>
<td>Facilities Management</td>
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<td>Mailing Address:</td>
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Laura Perille, Interim Superintendent