

**THE PUBLIC SCHOOLS OF BROOKLINE
BROOKLINE, MASSACHUSETTS**

APPLICATION FOR THE USE OF A SCHOOL BUILDING

Please Check the Appropriate Box

- Municipal and/or Community non-profit civic, educational, religious, or political group
- For Profit Group

A. Group Requesting Use: _____

Address: _____

Telephone: _____

Contact Name: _____

E-Mail Address: _____

B. Reason for Request: _____

Program Title/Description: _____

Total Participants: _____

Is the event open to the public?: YES NO

**If *NO*, to whom is it open? _____

Is admission, tuition, or donation requested: YES NO

If *YES*, what is to be made from the profits? _____

C. Request (List in order of preference)

	School and Room	Day and Date	Hours (From – To)
1.)			
2.)			
3.)			
4.)			

** If your request is for regular or repeated scheduled use, a complete schedule covering the period September to June *MUST* accompany the application form.

D. Fees for Use of a School Building: Payment for all estimated fees is to be made in advance with the return of this application. Any additional charges for damages to the building or its contents as a consequence of use, or for additional hours of use will be billed after the event and be payable within 10 days of the issuance of the bills. **A security deposit may be required at the Brookline Public School’s discretion.**

No payments are to be made directly to any Custodian, Food Service Worker, Stage Worker, Firefighter, Policeman, or any other person who serves the event.

As a condition of use I agree, that as the authorized representative of this organization, that I shall be responsible for:

1. Room Fees (Minimum use charge 4 hours)

For-Profit Groups	Elementary Schools	Brookline High School and Lincoln School
Large Areas: Cafeterias, Libraries, Gymnasiums, Auditoriums, B.H.S. Atrium and MLK room	\$195.00 / 4 hours	\$300.00 / 4 hours
Classrooms and Small Meeting Rooms	\$50.00 / 4 hours	\$50.00 / 4 hours
Music/Band Practice Rooms	\$65.00 / 4 hours	\$65.00 / 4 hours
Kitchens/Cafeterias	\$75.00 Flat Fee	\$75.00 Flat Fee

# of Rooms	x	Rate Per Room	x	Each 4 hour time block	=	TOTAL ROOM FEE:
		\$				\$

Municipal and/or Community Non-Profit	Elementary Schools	Brookline High School and Lincoln School
Large Areas: Cafeterias, Libraries, Gymnasiums, Auditoriums, B.H.S. Atrium and MLK room	\$100.00 / 4 hours	\$300.00 / 4 hours
Small Gym	\$50.00 / 4 hours	N/A
Classrooms and Small Meeting Rooms	\$40.00 / 4 hours	\$40.00 / 4 hours
Music/Band Practice Rooms	\$40.00 / 4 hours	\$40.00 / 4 hours
Kitchens/Cafeterias	\$75.00 Flat Fee	\$75.00 Flat Fee

# of Rooms	x	Rate Per Room	x	Each 4 hour time block	=	TOTAL ROOM FEE:
		\$				\$

** If you are requesting use of:

The Brookline High School Auditorium, please contact the Auditorium Manager at (617) 713-5216; A kitchen, please contact the Food Services Department at (617) 730-2415 to hire staff; and/or Questions regarding room setup, availability of tables and chairs, or room capacities, contact the Building Services Department at (617) 730-2419.

2. Equipment Fees: Use of AV and/or Lighting Equipment for the Robert Dubbs Auditorium is listed below.

Equipment Rental Costs:

Stage Lighting Equipment	\$150.00	<input type="checkbox"/>	1-3 Microphones	\$40.00	<input type="checkbox"/>
Monitor Systems	\$25.00	<input type="checkbox"/>	4-8 Microphones	\$75.00	<input type="checkbox"/>
Projection Camera	\$100.00	<input type="checkbox"/>	VCR/TV	\$50.00	<input type="checkbox"/>
Overhead	\$35.00	<input type="checkbox"/>			

TOTAL EQUIPMENT FEE:
\$

3. **Required Custodian Coverage:** \$160.00 first 4 hours per custodian; \$40.00 per custodian each additional hour.

# of Custodians	x	\$160.00	+	\$40.00 per hour	x	# of additional hours	=	Total Custodian Fee:
		\$						\$

4. **Stage Workers at Brookline High School:** \$10.00 per hour per stage worker

# of Stage Workers	x	\$10.00 per hour	x	# of hours	=	Total Stage Worker Fee:
		\$				\$

5. **Food Service Workers:** \$160.00 first 4 hours per worker, \$40.00 per hour per worker for each additional hour.

# of Food Service Workers	x	\$160.00	+	\$40.00 per hour	x	# of additional hours	=	Total Food Service Fee
		\$						\$

6. **Special Duty Police and Firefighters:** To be billed at the prevailing rate after the event.

7. **Reimbursement to the Town for any damages to the building or its content as a consequence of use.**

Payment must be enclosed for all estimated fees. Add totals 1, 2, 3, 4, & 5. All other additional charges will be billed within 2 weeks of the event.

All checks should be made out to the **TOWN OF BROOKLINE**. Refer to the last page of this form for additional regulations pertaining to the use of school buildings. If you have any questions, please contact the School Building Services Office at 617-730-2419.

Signature: _____

Title: _____

Date: _____

Please return application and checks to:

The Public Schools of Brookline
 School Building Services
 333 Washington Street
 Brookline, MA 02445

ADDITIONAL NOTES:

Regulations Pertaining to the Use of School Buildings

1. The School Committee reserves the right to refuse the use of a school building to any person or organization at any time when such use will interfere with the work of the schools, or for any other reason which the School Committee deems sufficient.
2. Applications for the specific dates or use must be completed and filed with the individual School Offices at least **one week** in advance of the dates required.
3. School Department, Schools in the Community, and Town agencies requesting repeated regularly scheduled use of a school building for the purposes of conducting classes or programs must include with the application form a complete schedule for the period of September to June of the dates, times, places, and expected number of participants. The application should be filed no later than September 1st.
4. The Manager of School Building Services will strive to grant requests according to preference in so far as it can be done without special assignment of personnel. Special assignment of personnel will increase the hourly overtime rate. Custodial overtime charges by the hour at the prevailing rate will be levied for time after 9:00 P.M. on designated “open late” nights at all elementary schools (see schedule below). Elementary schools are typically open until 6:00 P.M. on non open late nights, and the scheduling of space is at the discretion of the Manager of School Building Services during on these days. Custodial overtime charges by the hour at the prevailing rate will be levied for time after 6:00 P.M. on non open late night and for any time required for extraordinary cleaning and furniture placement by the Custodian caused by the group’s use of the building. The applicant is responsible for all overtime costs incurred.
5. The Public Schools of Brookline Elementary Schools “Open Late” Schedule

SCHOOL	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Baker	6pm	9pm	9pm	9pm	6pm
Devotion	9pm	9pm	9pm	9pm	6pm
Driscoll	6pm	9pm	9pm	9pm	9pm
Heath	9pm	6pm	9pm	9pm	6pm
Lawrence	9pm	9pm	6pm	9pm	6pm
Lincoln	6pm	9pm	9pm	9pm	6pm
Pierce	9pm	9pm	9pm	9pm	6pm
Runkle	9pm	9pm	6pm	9pm	6pm

6. Town Agencies must pay custodial costs unless:
 - (A) “On Duty” custodial coverage exists and is sufficient to meet the needs of the event or the meeting, in which case there shall be no fee.
 - (B) The agency agrees to hold the meeting at such time, place, and date (see schedule above).