

BOSTON PUBLIC SCHOOLS

FM FORM B

Date: _____



Facilities Management Building Permit

Complete and forward/fax to Facilities Management at least five working days before you plan to use the school building. (If faxed, please also send the original by mail.)

The undersigned hereby makes application on behalf of _____ for permission to occupy (please check):

26 COURT STREET: Winter Chambers 1st Fl. Conference Room 2nd Fl. Conference Room

CAMPBELL RESOURCE CENTER: Large Conference Room Small Conference Room

at _____ (specify location) of the _____

School, between the hours of _____ (check one) A.M. or P.M. and _____ (check one)

A.M. or P.M. on _____ (date) for the following purpose (Describe fully): _____

There will be a charge of \$ _____ for admission. If admission is charged, proceeds will be donated to _____.

- Responsibility for Use: The undersigned hereby 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.
Opening and closing times are included in the permit hours. Occupant may enter building one-half hour after opening and must vacate one-half hour before closing time.

Signature of Applicant for Building Permit:

Print Name: _____

Organization & Address: _____

Phone: _____

Department of Facilities Management
26 Court Street, 2nd Floor
Boston, MA 02108
(617) 635-9163
Fax (617) 635-9306
Approved: _____
Date: _____

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 custodial and other fees and may lose the privilege of using any Boston Public Schools facility in the future.

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