

**Braintree Public Schools  
Braintree, MA**

**FACILITY RENTAL CHECKLIST**

- Complete **Building Permit Form**.
- Include any deposit(s) with Building Permit Form.
- Return Building Permit Form and deposit (if applicable) to:

**If requesting Braintree High School**

**Janis McLarnon**

Building Permit Office  
Braintree High School  
128 Town Street  
Braintree, MA 02184

**If requesting another school**

**Principal's Office at the requested school**

**Confirmation of the event is established upon receipt of Building Permit  
From the School Business Office. NO ADVERTISING OF ANY KIND  
is permitted prior to receiving the Building Permit.**

- Obtain Insurance Binder in the amount of \$1 million liability.

Binder MUST list as the certificate holder:

The Town of Braintree  
1 JFK Memorial Drive  
Braintree, MA 02184

- Return binder no later than three (3) days prior to scheduled event to:

Braintree Public Schools  
Business Office  
348 Pond Street  
Braintree, MA 02184

January 13, 2003

**FACILITY RENTAL FEE SCHEDULE**

<b>Braintree School Facilities</b>	<b>Braintree High School</b>	<b>East Middle School</b>	<b>South Middle School</b>	<b>Elementary Schools</b>
<b>Auditorium</b>	<b>400.00</b>	<b>400.00</b>	<b>300.00</b>	<b>N/A</b>
<b>Classroom</b>	<b>200.00</b>	<b>200.00</b>	<b>200.00</b>	<b>200.00</b>
<b>Gymnasium</b>	<b>400.00</b>	<b>400.00</b>	<b>300.00</b>	<b>200.00</b>
<b>Cafeteria</b>	<b>300.00</b>	<b>300.00</b>	<b>200.00</b>	<b>200.00</b>
<b>Kitchen</b>	<b>200.00</b>	<b>200.00</b>	<b>200.00</b>	<b>200.00</b>

**PLEASE NOTE:**

1. Above fees are based on a 4-hour minimum charge. After 4 hours, an additional prorated fee will be charged based on the above Facility Rental Fee Schedule. There will also be a \$1.00 per seat charge for auditorium and gymnasium use for any event for which an admission fee is charged (Braintree High School auditorium seat charge \$350.00, gymnasium seat charge \$1,400.00; East Middle School auditorium seat charge \$525.00, gymnasium seat charge \$400.00; and South Middle School auditorium seat charge \$273.00).
2. Additional charges for required services are subject to change:
  - a. Braintree Police Detail - \$35.00/hr (4 hr. minimum – contract and pay Braintree Police Dept. directly).
  - b. Braintree Fire Detail - \$32.00/hr (4 hr. minimum – contract and pay Braintree Fire Dept. directly).
  - c. Custodial charges are based on the custodian’s rate of pay at time and one half on weekdays and Saturdays and at double time on Sundays and holidays. At the time of the function, please bring a blank check made payable to the Town of Braintree. The custodian will present you with a bill for the amount due for custodial coverage. Please sign the bill and give both the signed bill and completed check to the custodian.
  - d. When a school kitchen is used, a kitchen worker must be employed and paid by check made payable to the Town of Braintree at the end of the function.
3. No rental fee will be charged to Braintree Public School programs, regular meetings of PTO’s, and School Councils.
4. No rental fee will be charged to youth programs sponsored by Braintree organizations; e.g., Braintree Youth Basketball, Scouts, and other Braintree youth programs. Custodial charges will be assessed as needed.
5. All building permit requests must be accompanied by a \$50.00 security deposit. A larger security deposit may be requested.
6. The Braintree School Committee reserves the right to amend these rental fees and may establish other rental fee rates for the long-term use/lease of facilities.
7. Additional utility charges will be assessed whenever school is not in session.
8. Rental of school facilities on holidays or certain other days may not be possible because of the unavailability of service personnel required by School Regulations.

## Braintree Public Schools

### Rules and Regulations for use of School Building

#### General

1. The person or organization granted the use of a school facility shall assume full liability for any loss or damage to school property or equipment. The School Department requires prior assurance that there will be adequate and responsible adult supervision.
2. Permits will not be issued to minors or to any individuals or groups unable to assume full liability. The lessee must have insurance coverage to cover any personal and/or property claims resulting from the event.
3. Use of school property, including buildings, athletic fields and grounds is permitted to recognized local groups for educational, recreational, civic, charitable, and similar purposes but not solely for any individual's personal gain.
4. School gymnasiums will not be rented for non-school sponsored dances or functions.
5. Facilities will not be available when there is any conflict with school activities.
6. No firm commitment of dates will be made before October 1 in order to allow schools to submit and reserve their schedules.
7. Application for use of school facilities must be submitted to the Business Office accompanied by a \$50.00 security deposit ten days in advance of the date of use. Rental fees must be paid by the rental date. Please make checks payable to the "Braintree Public Schools."
8. Field day programs requiring the installation of booths, amusements, or special equipment, must first be reviewed and approved by the Braintree School Department.
9. Cafeterias and kitchens are under constant inspection by the Board of Health and must be thoroughly cleaned after use to insure that our sanitary standards are not lowered. No kitchen equipment may be used unless a regular school lunch worker is employed for that specific purpose.
10. At least one policeman may be required for a function to which the public is invited. Arrangements for this protection must be made in advance with the Braintree Police Department.
11. Organizations are responsible for cost involved for custodial set-up and clean-up time.

#### Specific

1. The School Principal and Head Custodian shall act as the official representatives of the School Department in connection with arrangements at the school.

**Very Important:** Please notify the custodian within 48 hours regarding use of equipment or any special arrangements. If cancellation is necessary, it is the responsibility of the applicant to notify the School Department Office and the Custodian.

2. According to the Massachusetts General Laws, there shall be No Smoking, No Alcoholic Beverages or Controlled substances, in any school building or on school property.
3. Use of candles or materials, which may be considered by school authorities to be a fire or safety hazard, are not permitted.
4. At all schools, parking of automobiles is the responsibility of the renter and must be supervised so that driveways and fire lanes are open to all emergency and public safety vehicles. If necessary, additional police must be hired to enforce these regulations.
5. Use of equipment in the auditorium – stage scenery and lighting controls are to be operated only by the Head Custodian (or a person certified by him). All imported scenery or equipment must be removed by 7:30 a.m. the next morning. The School Department assumes no responsibility for renter's property or equipment in regard to breakage, theft, damage, impairment, fire, or other adversity while on school property or in the process of being moved to or from that property.
6. Pianos may not be moved into or from any school or to a different level within a school except by professional movers after obtaining prior approval.
7. Supervision in gymnasium: The person signing the application is responsible for all conditions and regulations enclosed herein. There must be provision for adequate and responsible adult supervision to insure proper use of school facilities, locker rooms, and/or gyms.
8. No soft drinks or refreshments may be served except in the lunchroom. The School Department requires more than one (1) custodian whenever food is being served to groups numbering in excess of 125.

**Braintree Public Schools**  
**School Business Office, 348 Pond Street, Braintree, MA 02184**  
**Building Permit**

**Application form for rental of school building must be submitted and a security deposit paid ten (10) days in advance of the effective date.**

The application must be signed by the individual acting for the organization who accepts responsibility for supervision of the function in accordance with **Regulations** on reverse side and submitted with a \$50.00 security deposit to the school requested for rental. The application will then be forwarded to the School Department Business Office for approval. One approved copy will be returned to the applicant and will serve as the **Permit**.

<b>DATE OF REQUEST</b>	<b>ORGANIZATION</b>
<b>ADDRESS</b>	<b>TELEPHONE</b>
<b>RESPONSIBLE PARTY</b>	<b>SIGNATURE</b>

<b>SCHOOL REQUESTED</b>		<b>PURPOSE</b>						
<b>DATE(S)</b>	<b>Please check day(s) needed</b>	<b>SUN</b>	<b>MON</b>	<b>TUES</b>	<b>WED</b>	<b>THURS</b>	<b>FRI</b>	<b>SAT</b>
<b>HOURS: ENTRANCE TIME</b>		<b>START OF ACTIVITY</b>			<b>CLOSE AT</b>			
<b>ADMISSION CHARGE \$</b>		<b>NUMBER OF PEOPLE EXPECTED TO ATTEND</b>						

**ROOMS REQUESTED (PLEASE CHECK)**

<b>AUDITORIUM</b>	<b>STAGE</b>	<b>CLASSROOM (S) #</b>	<b>KITCHEN*</b>
<b>GYM</b>	<b>LOCKER ROOM</b>	<b>CAFETERIA</b>	<b>KITCHEN EQUIPMENT</b>
<b>OTHER</b>		<b>*See note under Rules and Regulations</b>	

Estimated Total Cost (computed using above selected location(s) and Facility Rental Fee Schedule): \*\$ \_\_\_\_\_  
 Number of Custodians\* \_\_\_\_\_ \* (Rental Fee and Number of Custodians to be filled in by Business Manager)

Police protection is required for functions open to the public. This portion to be completed by a member of the Police Department before returning form to the School Department. **Police Certificate:** I hereby certify that arrangements have been made for the presence of a uniformed police officer at this function.

Signature, Authorized Member Braintree Police Department: \_\_\_\_\_

**PLEASE READ "Rules and Regulations for use of School Building"**

I have read the Rules and Regulations for Use of School Buildings and accept responsibility for the Sponsoring Group. I agree to a RENTAL FEE OF \$ \_\_\_\_\_ (plus service) with a deposit of \$ \_\_\_\_\_ to be paid at the time the facility application is submitted and the balance due the day of the event unless other arrangements are agreed upon.

The lessee or user of the facility will hold the Town of Braintree and all its agents and representatives harmless from any problem resulting from use of the premises. **The lessee must have insurance coverage** to cover any personal and/or property claims resulting from the event. A copy of said policy must be produced prior to the event. The lessee or user of the facility agrees to indemnify the Town of Braintree for any damages as the result of the use of the premises. **I have read the Rules and Regulations (on reverse side) and agree to act accordingly.** Upon receipt of approval and confirmation of this request: **THIS FORM WILL BECOME A BINDING CONTRACT.** The Braintree School Committee reserves the right to cancel any permission whenever, if in its discretion, such cancellation seems advisable.

\_\_\_\_\_  
 Representative's Signature

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Principal's Signature

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Braintree School Department Business Manager

\_\_\_\_\_  
 Date