

**THE PUBLIC SCHOOLS OF BROOKLINE  
BROOKLINE, MASSACHUSETTS  
APPLICATION FOR THE USE OF A SCHOOL BUILDING  
Fees as voted by School Committee on 05/19/2023**

**Please Check the Appropriate Box**

- ☐ Municipal and/or Community non-profit civic, educational, religious, or political group  
(Proof of non-profit tax status required)
- ☐ For Profit Group

**\*\*Please note, no space will be rented the week after school gets out or the week before school begins\*\***

**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 charge of 4 hours on weekends) *As of 5/19/23*

|  |  | Cost per Hour     |                                       |
|--|--|-------------------|---------------------------------------|
| Rental Spaces  |  | Profit Groups     | Municipal and/or Community Non-Profit |
| <b>B</b>   | Gyms, Pavilion, Auditorium                               | \$190.00          | \$124.00                              |
|  | Atrium, MLK Room, 22 Tappan Conference Room              | \$110.00          | \$72.00                               |
|  | STEM Commons   | \$130.00          | \$81.00                               |
| <b>H</b>   | Classrooms   | \$25.00           | \$16.00                               |
|  | 22 Tappan Café, Cafeteria                                | \$140.00          | \$91.00                               |
| <b>S</b>   | Kitchen: (Flat Fee + cost of Food Service Worker)        | \$140.00          | \$91.00                               |
| <b>E<br/>L<br/>E<br/>M<br/>E<br/>N<br/>T<br/>A<br/>R<br/>Y</b> | Lincoln Auditorium & Florida Ruffin Ridley School Gym    | \$190.00          | \$124.00                              |
|  | Pierce > Driscoll Auditorium / Ridley Multi-Purpose Room | \$170.00          | \$111.00                              |
|  | Other Auditoriums / Gyms                                 | \$90.00           | \$33.00                               |
|  | Small Gym / Multi-Purpose Room                           | \$50.00           | \$33.00                               |
|  | Music / Band Practice Rooms                              | \$40.00           | \$26.00                               |
|  | Classrooms   | \$25.00           | \$16.00                               |
|  | Classrooms with AC (when available)                      | \$50.00           | \$33.00                               |
|  | Half Classroom / Conference Room                         | \$15.00           | \$10.00                               |
|  | Cafeteria  | \$100.00          | \$33.00                               |
|  | Kitchen: (Flat Fee + cost of Food Service Worker)        | \$140.00          | \$91.00                               |
|  | Parking Garage (Pierce / 345 Harvard)                    | \$300.00 Flat Fee | \$195.00 Flat Fee                     |

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

\*\* If you are requesting use of: The Brookline High School Auditorium, contact Kenny Kozol, 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 Operations Department at (617) 730-2453 or psb-facilities@psbma.org.

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

Stage Lighting Equipment      \$250.00    ☐

Mounted Projection                \$50.00    ☐

1-3 Microphones                    \$60.00    ☐

4-8 Microphones                    \$100.00   ☐

|                      |
|----------------------|
| TOTAL EQUIPMENT FEE: |
| \$                   |

- 3. Required Custodian Coverage:** Weekends and holidays, \$216.00 first 4 hours per custodian; \$54.00 per custodian each additional hour. Weekday custodial coverage is at the district's discretion and often billed by the hour based on guest volume, food, and nature of use.

|                 |   |          |   |                  |   |                       |   |                      |
|-----------------|---|----------|---|------------------|---|-----------------------|---|----------------------|
| # of Custodians | x | \$216.00 | + | \$54.00 per hour | x | # of additional hours | = | Total Custodian Fee: |
|                 |   | \$       |   | \$               |   |                       |   | \$                   |

- 4. Stage Workers at Brookline High School:** \$17.00 per hour per stage worker

|                    |   |                  |   |            |   |                         |
|--------------------|---|------------------|---|------------|---|-------------------------|
| # of Stage Workers | x | \$17.00 per hour | x | # of hours | = | Total Stage Worker Fee: |
|                    |   | \$               |   |            |   | \$                      |

- 5. Food Service (FS) Workers:** \$184.00 first 4 hours per worker, \$46.00 per hour per worker for each additional hour.

|                 |   |          |   |                  |   |                       |   |              |
|-----------------|---|----------|---|------------------|---|-----------------------|---|--------------|
| # of FS Workers | x | \$184.00 | + | \$46.00 per hour | x | # of additional hours | = | Total FS 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 Sandra Edwards in the Operations Department at (617) 730-2453 or [sandra\\_edwards@psbma.org](mailto:sandra_edwards@psbma.org).

Signature: \_\_\_\_\_

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

Title: \_\_\_\_\_

**Please return application and checks to:**

The Public Schools of Brookline  
Attention: Operations Department  
490 Heath Street  
Chestnut Hill, MA 02467

**\*\*In the event that the school requires a space that has been rented, we will notify the renter as soon as possible and either relocate the event or find a date that the event can be made up.\*\***

**\*\*If the event requires additional custodial time/ clean up, the renter will be notified and invoiced appropriately.\*\***

**\*\*If school is canceled or closed due to weather conditions, all after school events are canceled as well. A make-up date can be discussed once school is back in session.\*\***

### **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 BHS School Office and Operations Office for all Other buildings 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 1<sup>st</sup>.
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 cost. Custodial overtime charges by the hour at the prevailing rate will be levied for time after 9 P.M. on designated “open late” nights at all elementary schools (see schedule below). Elementary schools are typically open until 6 P.M. on non-open late nights, and the scheduling of space is at the discretion of the Manager of School Building Services on these days. Custodial overtime charges by the hour at the prevailing rate will be levied for time after 6 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.

| <b>SCHOOL</b> | <b>MONDAY</b> | <b>TUESDAY</b> | <b>WEDNESDAY</b> | <b>THURSDAY</b> | <b>FRIDAY</b> |
|---------------|---------------|----------------|------------------|-----------------|---------------|
| Baker         | <b>6pm</b>    | 9pm            | 9pm              | 9pm             | <b>6pm</b>    |
| Ridley        | 9pm           | 9pm            | 9pm              | 9pm             | <b>6pm</b>    |
| Driscoll      | <b>6pm</b>    | 9pm            | 9pm              | 9pm             | 6pm           |
| Heath         | 9pm           | <b>6pm</b>     | 9pm              | 9pm             | <b>6pm</b>    |
| Lawrence      | 9pm           | 9pm            | <b>6pm</b>       | 9pm             | <b>6pm</b>    |
| Lincoln       | <b>6pm</b>    | 9pm            | 9pm              | 9pm             | <b>6pm</b>    |
| Pierce        | 9pm           | 9pm            | 9pm              | 9pm             | <b>6pm</b>    |
| Runkle        | 9pm           | 9pm            | <b>6pm</b>       | 9pm             | <b>6pm</b>    |

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 a time, place, and date (see schedule above).
7. All renters agree not to prop open doors or windows while using school buildings.
8. All renters agree to leave the space(s) rented in the same or better condition they found the space(s). Renters agree to bring their own consumable supplies and materials and not use PSB’s supplies and materials.
9. All renters must provide a certificate of insurance, and maintain such insurance when renting space in school buildings, from an insurance company licensed to do business in Massachusetts, that lists both the “the Town of Brookline and the Public Schools of Brookline as an additional insured” under that insurance policy. The minimum insurance is \$3,000,000 of total insurance, but the district may require more at its discretion. Failure to provide insurance shall be grounds for denying a rental application.