



Superintendent's Circular

NUMBER:
FMT-05
Version 01

PERMIT ACTIVITIES

This Circular will remain in effect unless rescinded or superseded by a subsequent version.

PERMIT REQUEST PROCESS FOR ALL BPS BUILDINGS

Any activity taking place in a school building after school hours requires a permit, including activities during school vacation weeks, holidays, and summer months.

ALL PERSONS WILL BE DENIED ACCESS TO BPS BUILDINGS IF NO PERMIT HAS BEEN REQUESTED AND APPROVED BY THE SCHOOL AND FACILITIES MANAGEMENT.

Permits are to be electronically submitted through **SchoolDude** at least two weeks (minimum) before 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: [Facilities Mgt. Community Use Monthly Calendar](#)
- Please see the [CommunityUse Requester Guide](#) for more information about how an outside organization accesses the system and submits requests.
- Please see the [FSRequester Guide](#), 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).
- [SchoolDude log in screen](#)
- Please see [How to Submit a Schedule Request](#), 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. Please see [Processing Schedules](#) for more information about how to manage approvals.

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, at the third party's own expense*, to be present for the duration of their use of the property.

Please Note: The routing process for summer will be different from the school year process. [See page 4 of this circular.] 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

The 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 the entrance of the 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 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 (one-half hour to open and one-half to close).

If a custodian works overtime, principals/heads of schools 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 (one-half hour before and 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. The requester/organization may refer to the BPS Superintendent Circulars for [BPS Policies and Procedures](#).
- The requester/organization assumes full responsibility for any injury to or loss of city property as a consequence of such use of the above-described accommodations and engages to make the same good without the expense to the city. The requester/organization further agrees to pay the charge for the light, heat, custodians, security, and other service as required.
- **BPS gymnasiums:** Requester/organization assumes all

responsibility for the proper use and protection of the facilities provided in the school. Requester/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. Organization shall enter the school through one entrance. *Entry doors are NOT to be propped open to allow unauthorized individuals to enter the building.* It will be the responsibility of the organization to station an individual at the designated entrance to ensure only participants of that program are allowed in. Once all participants are allowed in, all doors should be closed and secured.

Supervision: The applicant/organization must provide sufficient supervisory personnel to ensure proper supervision for the safety of members/guests and regulate responsible usage. The organization will be responsible for all costs incurred to repair any damage done to the premises. Custodial employees are not available for supervising the premises but do have obligations connected with cleaning and maintenance of the building.

Licenses: In addition to the permit required by the regulations of the School Committee, for any exhibition or entertainment where an admission fee will be required, a license under the provisions of Chapter 348 of the Special Acts of 1915 must be obtained. This license can be obtained by applying to the Mayor of the City of Boston and paying the required fee. No such license is required for entertainment in school buildings by or for the benefit of the pupils thereof, and under the supervision of the principal/head of school.

Police Attendance: If admission is charged, the person to whom the permit is issued must make provisions for BPS School Police attendance. If a school building is occupied outside of school hours by third-party programs, sufficient BPS School Police attendance is necessary if there are sixty (60) or more persons occupying the facility. A BPS School Police detail is the sole responsibility of the renter(s). If BPS School Police are not in attendance, BPS Facilities Management may cancel the permit and exclude all persons from the building.

Time for Filing Permit Requests: Building permit requests during the school year must be submitted. No definite and final reservations are made until (1) the request is approved by the principal/head of school and (2) Facilities Management has given final approval and activated the permit.

Gymnasium Permit Start and End Date: Gymnasium permits will begin the last week of September and end two (2) weeks prior to the closing of school.

Alcohol, Smoking, and Food 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: Personal/company checks; certified bank checks, and/or money orders will be accepted as forms of payment. *Cash, credit cards, and money transfers are not accepted forms of payment.* Any check returned for insufficient funds will be charged an additional \$25.00.

Right to Cancel: Heads of schools/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/head of school cancellation requests. BPS Central Administration has the right to cancel any permit in violation of BPS building usage and/or safety policies.

Obligation to Clean: Requester is obligated to clean and organize any used building space and return the building space to the state it was 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 BPS facility in the future.

School Closures: If schools are closed due to inclement weather or other emergencies, all permits are automatically canceled/suspended for the duration of the inclement weather or other emergency. Gymnasiums are not available for rental during holidays and Christmas, February, April, and summer vacations.

Weekend Use: If snow is forecast, Facilities Management cannot guarantee that parking lots will be cleared for scheduled events. Organizations are urged to contact Facilities Management to cancel when necessary. You may contact the area manager on duty through Municipal Protective Services at 617-635-4844 to cancel.

PERMITS DURING SUMMER TERMS

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

Permit Start and End Date: Summer programs may operate in

BPS buildings between July 8 and August 9, 2024, with one day of setup to be arranged with the school leader prior to July 1, 2024. Gymnasium permits will begin one week after the opening of school and end one 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 their *full name and organization/program name*. Specifications for employees working in BPS buildings during summer staff are as follows:

- *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 their BPS Summer ID issued by OHC at their Welcome Session.
- *Community-based program staff:* Must wear a visible organizational ID badge every day during the program.

BOSTON PUBLIC SCHOOLS FACILITIES RENTAL FEES

All events and functions to be held in Boston Public School buildings will be implemented in accordance with the following fee schedule.

One Time Event	\$515.00/event
Continuous Usage	\$2,575.00 per 10 events
Utilities	\$95.00/hour
Senior Custodian	\$49.00/hour

Junior Custodian\$37.00/hour

For more information about this circular, contact:

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