

**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 whom accepts responsibility for supervision of the function in accordance with the **Rules and Regulations** 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**.

Date of Request: _____ Organization: _____	
Address: _____	Telephone: _____ Email: _____
Responsible Party: _____	Signature: _____

School Requested: _____ Purpose: _____	
Dates: _____ Please check day(s) needed: <input type="checkbox"/> Sun <input type="checkbox"/> Mon <input type="checkbox"/> Tues <input type="checkbox"/> Wed <input type="checkbox"/> Thurs <input type="checkbox"/> Fri <input type="checkbox"/> Sat	
Hours: Entrance time: _____ Start of activity: _____ Close at: _____	
Admission charge: \$ _____ Number of people expected to attend: _____	
Rooms requested (please check):	
<input type="checkbox"/> Auditorium	<input type="checkbox"/> Stage <input type="checkbox"/> Classroom(s) # _____ <input type="checkbox"/> Kitchen ♦
<input type="checkbox"/> Gym	<input type="checkbox"/> Locker Room <input type="checkbox"/> Cafeteria <input type="checkbox"/> Kitchen Equipment
<input type="checkbox"/> Other: _____	♦ See note under Rules and Regulations

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 prior to the event.**

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 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