

PSB Fees for Use of a School Building

If you are interested in ordering **catering services** through PSB, or have questions regarding room setup, availability of tables and chairs, or room capacities, contact PSB Facilities at (617) 730-2453 or psb-facilities@psbma.org.

LOCATION		COST (per hour unless otherwise noted)	
		Normal Rate	Registered Non-Profit Rate
B H S	Gyms, Pavilion, Auditorium	\$190.00	\$124.00
	Atrium, MLK Room, 22 Tappan Conference Room	\$110.00	\$72.00
	STEM Commons	\$130.00	\$85.00
	Classrooms	\$25.00	\$16.00
	22 Tappan Café, Cafeteria	\$140.00	\$91.00
	Kitchen (does not include mandatory staffing fee)	\$140.00	\$91.00
E L E M E N T A R Y	Driscoll, Ridley, & Pierce Gyms Lincoln Auditorium	\$190.00	\$124.00
	Driscoll, Ridley, & Pierce Multi-Purpose Rooms	\$170.00	\$111.00
	Driscoll, Ridley, & Pierce Small Gyms	\$90.00	\$59.00
	Other Auditoriums / Gyms	\$50.00	\$33.00
	Music / Band Practice Rooms	\$40.00	\$26.00
	Classrooms without Climate Control	\$25.00	\$16.00
	Classrooms with Climate Control	\$50.00	\$33.00
	Half Classroom / Conference Room	\$15.00	\$10.00
	Cafeteria	\$100.00	\$65.00
	Parking Garage (Pierce / Ridley)	\$300.00 per 4 hour block	\$195.00 per 4 hour block

PSB Terms & Conditions for Use of a School Building

The PSB Regular Open Schedule runs Mondays-Thursdays 9AM - 9PM, Fridays 9AM - 6PM.

Any rental time falling outside of this Regular Open Schedule will incur a staffing surcharge.

Reservation applicants are responsible for ensuring that all participants, vendors, and attendees of their event(s) understand and comply with all PSB policies.

Cancellation Policy: If a renter is unable to use any of their reserved space and needs to cancel any portion of their reservation, PSB Facilities must be notified (psb-facilities@psbma.org or 617-730-2453) **at least 5 business days in advance** of the reservation date to avoid being charged for the cancelled space. This policy allows for the orderly scheduling of staff while maximizing availability of space for all renters.

- If school is canceled or closed due to weather conditions, etc., all after school/evening activities will also be canceled, and no rental fees will be charged.
- In the event that the school requires a space that has been rented, we will notify the renter as soon as possible.

Locked Door Policy: In accordance with PSB policy, **no exterior door at any PSB school building may be left unlocked or propped open at any time.** A custodian will be present at each event's start time to grant initial building access to the event organizer. It is then each renter's responsibility to let their own members and guests (and no other parties) into the building throughout the event. **Custodial staff are not available to monitor the door or grant access to the building throughout the event.** Renters may opt to assign a member of their party as a door monitor to stay by the entrance and allow fellow members in.

Payment Policy: All payments need to be made via check, payable to "Town of Brookline" (we do not accept electronic payments). Invoiced amounts are due upon receipt, and payable within **30 days**. Groups with outstanding invoice balances after **60 days** will not be allowed to rent any space in the district until full payment is received.

- Any additional charges for: damages to the building or its contents as a consequence of use, additional hours of use, additional custodial time (including extended clean up time), or for Special Duty Police and Firefighters, will be added to your invoice as itemized lines and payable within 10 days of the issuance. **A security deposit may be required at the Public School of Brookline's discretion.**
- Payments must be made to the PSB Operations Department, and should not be given to any employee working the event.
- Please write your **invoice number(s) and group name** on your check to allow for efficient processing.

COI Policy: 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 additional insured parties** under that insurance policy. The **minimum of total insurance required is \$3,000,000**, but the district may require more at its discretion. Failure to provide insurance shall be grounds for denying a rental application.

Other Regulations Pertaining to the Use of School Buildings:

- **When in doubt, please coordinate with your building's senior custodian.** The custodial teams are our schools' property managers, and their support makes our rental program possible. Senior custodians are your best resource for guidance regarding use of space. If you aren't already in contact, reach out to PSB Facilities and we will introduce you.
- All renters agree **not to prop open doors or windows** while using school buildings.
- All renters agree to leave the space rented in **the same or better condition** as they found it. Any damage - including to furniture, paint, or the building itself - will incur charges that fully cover the cost of restoring the space to its original condition, including labor.
- Renters agree to **bring their own consumable supplies and materials** and not use PSB's supplies and materials.
- Reservation **start and end times are inclusive of all building access** (e.g. initial arrival, set up / warm up, breakdown / clean up, and clearing the building of all participants.)
- All reservation requests should be completed and filed with the BHS School Office (for BHS campus rentals) or PSB Operations Office (for all other school buildings) at least **one week in advance** of the dates required.
- The PSB Facilities team will strive to grant requests according to preference insofar as it can be done without special assignment of personnel. **Special assignment of personnel will increase the hourly rental cost.**
- Custodial staffing surcharges, by the hour at the prevailing rate, will be levied for any rental time outside of the aforementioned **Regular Open Schedule**, and for any time required for extraordinary cleaning or furniture movement by the Custodian caused by the group's use of the building. **The applicant agrees to be responsible for all staffing surcharges incurred.**
- **The current Custodial Staffing surcharge is \$54/hour per custodian, with a minimum charge of 4 hours (\$216) on weekends.** This surcharge is applied, at minimum, for the reservation start to end time plus one hour.
- All Town Agencies must pay custodial costs unless "On Duty" custodial coverage exists and is sufficient to meet the needs of the event or the meeting.
- All **kitchen access** requires the presence of a certified Food Services employee for supervision purposes.
- **The current Food Service Staffing surcharge is \$46/hour per worker, with a minimum charge of 4 hours (\$184).**
- PSB 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 PSB School Committee deems sufficient. Scheduling of space is at the discretion of the PSB Facilities team.
- All fees are subject to change at the discretion of the PSB School Committee.
- Schools and Town agencies requesting regularly scheduled use of a school building for the purposes of conducting classes or programs should submit a complete schedule request for the period of September to June of the dates, times, places, and expected number of participants. This request should be filed **as soon as is possible, and no later than Sept 1st.**