

CAMBRIDGE PUBLIC SCHOOLS APPLICATION FOR USE OF SCHOOL BUILDINGS

**FACILITIES PERMIT**

**Facilities Department Permits Office (M-F 10am-4pm) (617) 349-6836 fax: (617) 349-6477**

NAME:	DATE:	
TELEPHONE#:	FAX#:	EMAIL:
ADDRESS:		
ORGANIZATION:		

SCHOOL BUILDING REQUESTED:
ROOM(S)/SPACE REQUIRED:

DATE(S)	DAY(S) OF WEEK	HOURS AM/PM including set up time

PURPOSE OF ACTIVITY:	
NUMBER ATTENDING:	
<i>Food being served? YES / NO</i>	<i>Meeting open to the public? YES / NO</i>
<i>Is Membership made up of at least 50% Cambridge Residents? (Proof of Residency May Be Required) YES / NO</i>	<i>Admission charged? YES / NO</i> <i>Use of Proceeds _____</i>

As a condition of this permit the applicant agrees to furnish, at their expense, police or other protection which the circumstances or School Committee may require, and to reimburse the City for any damage which may be done to the building or contents, and the undersigned agrees to be responsible for the payment thereof.

Food may not be consumed in school buildings except in the cafeterias. Alcoholic beverages (including beer and wine) may not be sold or served in school buildings. Smoking and /or tobacco products are not allowed in school buildings or on school grounds (per City of Cambridge law).

All payments must be made at least one week in advance of event, by Check or Money Order, payable to Cambridge Public Schools. A cancellation with less than 2 days notice shall NOT be eligible for a refund. Please note, if any set up is required, contact the Permits Office prior to the scheduled event.

Submit request to the Facilities Department/Permits Office at least 2 weeks in advance of the event. School activities take precedence over outside users. In the event of a conflict, or of school cancellation due to weather conditions, the School Department reserves the right to require the rescheduling of activities.

*If you have any questions, please contact the Facilities Dept./Permits Office at (617) 349-6836 fax:(617) 349-6477*

\_\_\_\_\_  
*Applicant's Signature*

\_\_\_\_\_  
*Date*

**OFFICE USE ONLY**

Date Submitted:			Date Approved:		
HOURS	CUSTODIAL	SECURITY	THEATRE TECH.	CAFETERIA	UTIL./RENTAL

<b>APPROVED:</b>	<b>TOTAL DUE:</b>
<b>PRINCIPAL'S SIGNATURE:</b> _____	<div style="border: 1px solid black; width: 100px; height: 40px; margin: 0 auto;"></div>
<i>Faxed for Approval</i> ___/___/___	
<i>faxed to Custodian</i> ___/___/___	
<i>called Applicant</i> ___/___/___	
<i>received in permits office</i> ___/___/___	
Permit # _____ Payment\$ _____ check/MO# _____ date _____	