



Arlington Public Schools
869 Massachusetts Avenue
Arlington, Massachusetts 02476
Telephone 781-316-3518

Rental of School Facilities

Procedures

- Once you determine location, dates and times of your upcoming event, please view our facilities rental calendar on our website to determine if space **may** be available subject to authorization of building principal
- **Application for Use:** Review and complete the (on our website) indicating all specifics of your anticipated rental. Please make sure you complete all application questions; incomplete applications will not be considered for permitting.
- **Submit completed application to:**
 - Karen Levesque, Payroll Office, Arlington High School, 6th floor
- **Confirmation:** We will confirm availability of space, dates and times requested with principal of building in which you are requesting your rental
 - Once space is confirmed, the Rental Coordinator will complete the permit and provide your group representative.
- A Certificate of Insurance will be required from all facility rentals prior to permit approval
- If interested in renting the space, a deposit will be required prior to receiving the permit
- If a non-profit organization, a copy of your organizations certificate is required
- Reservation will not be approved until you receive final authorized permit
- Once permit is approved, your event will be scheduled on the on-line calendar
- Should your organization representative wish to **cancel event**, please notify rental coordinator 24 hour prior to the rental date or custodial fees may still apply
- Applications can only be submitted by the official representative of the group