

Requests will be considered for 3 months out from the date requesting. Any requests for more than 3 months out will be declined.

Procedures for Requesting the Use of Dedham Public Schools Facilities

NEW!! You will now need to make use of a facilities request online.

You will be required to accept the terms and conditions when creating a Community Use account.

Please refer to the following documents:

- Rental Rules and Regulations
- Rental Fees
- Hazing Law and Hold Harmless
- Insurance requirements

Please register for a community use account, and once approved you will be able to login and complete a request for use of school facilities.

The following is the procedure for the use of Dedham Public School facilities:

1. The requesting organization makes a New Facility Use Request online for each event. An event may be a single date or multiple dates for the same activity. For example, a practice occurring every Monday and Wednesday from November 5th through December 26 is a single event.
2. The request is routed to the applicable school district officials for review and approval. Once the request is reviewed, the event contact person will be notified via email that the request is either confirmed or denied.
3. The event contact person is responsible for informing the business office at least 72 hours in advance of any changes and/or cancellations to the schedule to avoid being charged for the rental.