

Application: New England Law Boston

Institutions wishing to use off-campus spaces for de-densification purposes should submit a 2-3 page document with the following sections and addressing the topics listed in each section below. Applications must be submitted to Nupoor Monani (nupoor.monani@boston.gov) and will be accepted starting Monday, July 13th, 2020.

Overall de-densification and isolation and quarantine strategy

A narrative stating how off-campus occupancy helps the institution meet social distancing standards set forth by City/State/Federal public health guidance, and plans to isolate and quarantine members of the school community as necessary.

New England Law | Boston has developed a Return to Campus Plan (see attached) designed to bring our community back to campus safely, in accordance with best practices and evolving government guidelines, while also preserving the educational quality of the law school experience. Essential to this Plan is the de-densifying of our main campus building at 154 Stuart Street, which we are operating at less than 25 % capacity. To accomplish this goal, the Law School sought out and rented, on a short-term basis, auxiliary classroom space in the Revere Hotel's 6,400 square foot main ballroom. This space is adjacent to the Law School, has a dedicated point of access, and a regular capacity of 950 (per Boston Inspectional Services Occupancy Certificate), which will be used at less than 11% capacity. This space is dedicated exclusively as a classroom for the 259 students (split into three sections) in the incoming class who elected in-person learning.

The Law School will meet social distancing requirements as follows:

- Students will enter through a dedicated entrance, with a wide partitioned staircase leading directly to the hallway and adjacent classroom space.
- Ingress and egress to the classroom space will be done in shifts such that traffic is one-directional.
- Students are assigned arrival times and seating in the classroom to ensure the orderly flow of traffic and to facilitate contact tracing.
- Once in the classroom, students will be seated six-feet apart in tables organized in rows, separated by aisles. See attached seating plan. All seats are socially distanced in accordance with state law.
- The faculty member teaching will be positioned behind a plexiglass barrier.
- Students will be dismissed by rows to minimize any crowding upon exiting the facility.

Isolation and quarantine strategy:

As part of its broader Return to Campus Plan, the Law School has implemented a testing and screening protocol required for all students, staff and faculty coming to campus. Once identified as having tested positive or symptomatic, individuals are instructed to isolate and quarantine per CDC, state and local requirements. Such individuals are not cleared for return to any campus space until having met these requirements. Clearance to come to campus will be monitored through the Law School's contact tracing team, using both an "app" and dedicated security staff to ensure all individuals coming to campus have met isolation and quarantine requirements.

Off-campus building/property information

New England Law has leased the 6,400 square foot "Grand Master Ballroom" and has exclusive usage of the ballroom wing of the hotel. This dedicated space will only be used for classes and no hotel guests will have access to the space. Additionally, hotel staff will only enter the space for cleaning and sanitation purposes. Moreover, there will be no dormitory or dining facilities of any sort; this is a dedicated classroom for instructional purposes only.

- *Current use/s.*

Hotel with event and conference space. Conference space is currently closed.

- *Current occupancy.*

The hotel is operating at 20 percent occupancy.

- *Current license issued by the Board.*

See attached. Please note the Hotel permit lists the space as Grand Master Ballroom.

- *Written consent from the owners and operators of the off-campus location (hotel, motel, lodging house, another institutional campus, etc.) supporting this temporary change of use.*

See attached.

- *Brief description of abutting buildings/properties (residential, commercial, etc.)*

The Revere Hotel is situated in an area that includes residential and commercial properties. The hotel is located on the corner of Charles Street South and Stuart Street.

New England Law is located directly across Charles Street South from the Hotel. On the Stuart Street side, the Hotel is bordered by 212 Stuart Street, which is currently undergoing the construction of a 126-unit apartment building that will be completed in 2022.

- *Description of any auxiliary spaces within or outside the building intended to be used by the institution for non-residential functions (i.e. hotel conference rooms used as student lounges or classroom space, parking for campus police, restaurant or cafeteria space to be accessed by students, etc.)*

No additional auxiliary spaces will be used by the New England Law.

Proposed occupancy

- *No. of beds/rooms being leased.*

Again, there are no beds or rooms being leased; this is dedicated space for a single classroom.

- *Plans for use of space, including whether rooms will be used for well individuals or for isolation and quarantine.*

As above, the space will be used exclusively for classroom usage.

- *Location of these beds/rooms within the structure. NA*
- *Occupancy dates. 9/8/2020 -11/22/2020*
- *Move-in dates.*

There is no move-in date. Classes will begin on 9/8/2020.

- *Configuration of space to be occupied.*

The Grand Master Ballroom will be set up as a classroom with six feet distance between tables. See attached diagram of classroom setup.

- *Apartments or rooms.*

There will be no apartments or rooms; this is a single classroom.

- *Proposed occupancy of each room/unit (e.g. single occupancy, triple occupancy)*

Rooms will not be occupied. The Grand Master Ballroom will be used exclusively for classroom purposes.

- *Configuration and proposed use of bathrooms.*

There are no full bathrooms; there are two restrooms located in the Ballroom wing of the hotel near the classroom. Capacity of the restrooms has been reduced to five people at one time. Signage denotes capacity and social distancing requirements.

- *Location of proposed occupancy within buildings (e.g. entire building, certain floors)*

The New England Law classroom is located in the Grand Master Ballroom on the mezzanine level of the hotel with access via a dedicated entrance off the driveway on the ground level of the hotel. This space is to be used as one classroom in one large room.

- *Brief description of any interior changes to be made to the occupied spaces (i.e. furniture changes.)*

There are no interior changes required as the Grand Master Ballroom can safely accommodate the number of students and the instructor utilizing the classroom space.

- *Description of any other institutional needs for occupancy of the building.*

The Law School is not occupying the building. There are no dormitories or dining facilities. The building will solely be used for classroom space. Students will come for classroom instruction only.

Management and operations

- *Proposed presence of resident advisors or other university personnel.*

Students will be monitored by security personnel upon entry and by faculty members when utilizing the space.

- *Proposed rules regarding large gatherings or parties and a description of enforcement mechanisms.*

The space is solely used as a classroom for the purposes of instruction, per the guidelines in the Massachusetts Higher Education Control Plan. No other gatherings of any sort will be permitted in the space.

- *Prescribed path(s) of travel to campus, including any additional institution-provided services (i.e. shuttles) for these means.*

The classroom space is located directly across South Charles Street, and is across the street from the main campus building.

- *Rules for when students will be required to wear face coverings in residence halls common spaces.*

There will be no use of space for residences or common spaces. Face coverings will be required at all times as soon as students enter the building. Face coverings will be worn at all times in the classroom and the hallways leading to the classroom.

- *Protocols for daily cleaning and sanitizing of bathrooms and public spaces.*

The hotel is conducting regular and deep cleaning of the classroom space, restrooms, and adjacent hallway and entry space, with particular attention to high-touch areas. Again, there are no bathrooms; it is solely restroom space. After each group of students leave, the classroom space is cleaned before new groups of students enter. Electrostatic sprayers will be used between class blocks. Antimicrobial film has been placed on high touch areas like door handles. In addition, multiple measures have been undertaken to ensure air quality, including filters, 100% outdoor air exchange and vent configuration for healthy air flow.

- *Security and operations plan addressing the presence of individuals under the age of twenty one (21) at the licensed premise and how to address potential consumption of alcoholic beverages provided under the licensee's respective alcoholic beverages license, how to prevent individuals under the age of twenty one (21) from bringing in outside alcoholic beverages onto the licensed premise, and how these individuals will be separated from the general patronage of the licensee.*

N.A. This is a law school classroom; no other usage such as dormitories, social gatherings, alcohol consumption or the like will be permitted. The Law School solely offers a graduate program of instruction.

Move-in/move-out process (please reference existing move-in/move-out procedures)

- *Planned testing protocols prior to, during, and after move-in. NA (see above.)*
- *Management of vehicles and loading/unloading. NA (see above.)*
- *Provision of carts for students to move belongings while minimizing trips. NA (see above.)*
- *Protocols for entering the building and limiting crowding in common spaces. NA (see above.)*
- *Protocols for practicing social distancing including the requirement to wear face coverings, strategies to reduce foot traffic, and limit the number of family members that may enter these spaces.*

See above. There will be signage to enforce social distancing and traffic flow into the space, as well as consistent messaging. Face coverings will be required. No family members will be allowed in these spaces.

All students are required to sign a community pledge, noting that they will comply with these COVID-19 mitigation measures.

Attachments

- **New England Law | Boston Return to Campus Plan**
- **Revere Hotel Seating Chart for Grand Master Ballroom**
- **Hotel Place of Assembly Permit**
- **Certificate of Inspection – Capacity of Grand Master Ballroom**
- **Letter of Consent from Revere Hotel**



New England Law | Boston Return to Campus Plan

The New England Law | Boston Return to Campus Plan is designed to bring our community back to campus safely, in accordance with best practices and evolving government guidelines, while also preserving fundamental learning, social, and professional development opportunities for our students.

We have spent the last several months preparing for the 2020-2021 academic year, a year that will be unlike any other in the history of our 112-year-old institution. In March, our late chairman Martin C. Foster appointed the President's Task Force on Contingency Planning. Led by President John F. O'Brien, the Task Force consisted of members of the Board of Trustees and senior leaders at the school. President O'Brien appointed working groups of faculty and staff who reported weekly to the President's Task Force on the important issues facing the school. The President's Task Force evaluated safety concerns, educational excellence, budgetary implications, alumni concerns, student services, experiential learning, technology requirements, space limitations and government guidelines.

We have been in contact with many students over the last several months to understand their interests and concerns during this challenging time. Balancing the diverse needs of our community and the evolving guidance from the City of Boston and the Commonwealth of Massachusetts remains challenging. But we believe this Plan presents the best opportunity for our law school to continue to thrive during the global pandemic.

We remain committed to monitoring and regularly reassessing this Plan and will provide updates to our community as circumstances require and guidelines evolve. Working together, we are confident that although the 2020-2021 academic year will look very different, it will be a rewarding and successful year for the New England Law community.

KEY COMPONENTS

1. A phased reopening of the New England Law campus and modified plans for community support and extracurricular activities.
2. Classes beginning on August 24 and finishing on November 24, the Tuesday before Thanksgiving.
3. A curriculum offering a combination of online and in-person courses.
4. Strict safety protocols, including requirements for all members of the community to adhere to physical distancing, mandatory use of face coverings, hand hygiene, and self-monitoring. See full details below.
5. Comprehensive facilities cleaning and usage protocols, including significantly reduced building capacity, regular cleaning, adherence to best practices for HVAC and ventilation, and other measures to ensure social distancing (such as clear signage, traffic controls, use of partitions, and other steps). See full details below.
6. Health monitoring, testing, and contact tracing in accordance with federal, state, and local guidelines.
7. Strict limitations on visitors to campus and guidelines on official travel.
8. Contingency plans for decreasing, and if necessary, shutting down, on-campus operations, and the flexibility to move to fully remote teaching, as necessary, to protect the health and safety of our community.
9. A commitment by all students, faculty, and staff physically present on campus to share responsibility for protecting each other's health and safety and respecting all members of our community.

HEALTH AND SAFETY

While no institution can guarantee complete protection from viral infection, compliance with these protocols – by the institution, students, faculty, and staff – will provide multiple layers of protection to create a safer community. Protecting the health and safety of our community requires cooperation and a commitment by all people who spend time on campus. Each of us needs to take responsibility for protecting ourselves and each and every member of our community.

Personal Safety Measures

- Protective face coverings are required upon entry to the school, in rented classroom and adjacent space at the Revere Hotel, and in all common or shared areas of the school and Library, including classrooms. Without limitation to the above, students and faculty are required to wear face coverings during all classes.
- Individuals are responsible for obtaining their own face coverings. Welcome Safety Kits will be available upon return to campus to get students started. When necessary, New England Law will provide face coverings.
- All individuals must maintain rigorous hygiene practices, especially frequent hand washing, sanitizing, and cough etiquette.
- Everyone will be required to observe physical distancing of at least six feet in classrooms, common spaces, and the Library, and elsewhere in the building wherever possible.
- Students will be expected to clean work areas.

Building and Infrastructure Safety

Preparation of Facilities

- New England Law will increase the number of hand sanitizing stations around the school, and promote safe hygiene practices through signage.
- New England Law will provide disinfectant spray for surfaces and disposable towels in all classrooms, offices, and bathrooms, and in the Library.
- The flow of individuals will be subject to restrictions designed to promote social distancing. Such measures will include, for example, protocols for entering and exiting classrooms and restrictions on hallway usage.
- Touchless doors will be installed at the entrance to 154 Stuart Street and the interior entrance to the Library.
- Until further notice, students will not have access to lockers. Students with belongings currently in lockers will be receiving guidelines as to the process for retrieving items.
- Signs will be placed outside the classrooms to instruct students to enter and exit the classroom one at a time.
- Faculty should plan to dismiss students in an organized manner to avoid crowding near the exit.
- Density limitations will be posted at the entrance of each room and common space to assist in compliance with density reduction procedures.

- Temporary partitions will be installed in areas where it may be difficult to physically distance.
- Furniture will be configured and/or marked to help maintain physical distancing.
- Hot air hand dryers in restrooms and water fountains will be disabled.
- Where privacy is possible, exterior bathroom doors will remain open to reduce touch points and increase air flow.
- Protective antimicrobial film will be placed on high-touch areas, including, for example, door handles to classrooms and bathroom doors that must otherwise remain closed.
- Bathrooms will be fitted with touchless hand soap dispensers, with protective antimicrobial film covers as needed, and with sanitizing wipes and toilet lids.

Cleaning:

- New England Law will conduct regular and deep cleaning and maintenance of its facilities and classroom space with repeated cleaning of high-touch areas, including restrooms and door knobs. Individual classrooms will be cleaned before new groups of students enter.

Air Quality:

Multiple measures have been undertaken to reduce the possibility that the air within the facilities could spread virus particles. These include:

- Increased outside air exchanges from 20% to 100% into the buildings.
- Installation of top-quality air filters on the rooftops to ensure entering air is filtered. Filters will be regularly replaced. All air comes from the rooftop units and goes through the filtering systems first. In addition, air does not circulate from classroom to classroom or office to office.

Facilities Access:

- Law School departments, including the Library, will adopt plans to limit contact risk and reduce density. These plans might include restricting hours in the office and installing protective barriers in areas where close contact is likely.
- As of the publication of this Plan, we are determining a Library access plan that ensures that all students in all class years will have dedicated blocks of time to use the Library, with spaces dedicated to studying, quiet collaboration and, as needed and subject to capacity limitations, access to the Internet. The Library usage plan will be continually assessed and updated to ensure that usage of the space is maximized to meet student needs.
- Visitors will generally be prohibited from campus until the relevant health and safety considerations indicate that it is safe to expand access. When access is necessary, visitors will be required to complete a health screening and comply with all other safety measures.
- Access by graduates currently preparing for the Bar Examination is under consideration. Further information will be forthcoming as soon as available.

Health Screening and Testing

- Health screening consistent with guidelines promulgated by the Centers for Disease Control and Prevention will be required for all individuals on campus. Additional information about health screening tools will be made available prior to return to campus.
- New England Law is committed to facilitating testing consistent with state and federal guidelines. Additional information about testing requirements and locations will be made available as soon as possible.
- Institutional contact tracing, in conjunction with the Massachusetts Department of Public Health, will be conducted to minimize the spread of the virus if someone does test positive.

Quarantine

Effective August 1, 2020, all visitors and returning residents entering Massachusetts must follow new travel orders. Per the Commonwealth of Massachusetts, all visitors, including returning residents, who do not meet an exemption are required to:

- Complete the [Massachusetts Travel Form](#) prior to arrival, unless you are visiting from a lower-risk state designated by the Department of Public Health.
- Quarantine for 14 days or produce a negative COVID-19 test result that has been administered up to 72-hours prior to your arrival in Massachusetts.
- If your COVID-19 test result has not been received prior to arrival, visitors and residents must quarantine until they receive a negative test result.
- Failure to comply may result in a \$500 fine per day.

More information, including the list of lower-risk states, exemptions, business guidance, and other details, can be found [here](#).

Shared Responsibility and Enforcement of Health and Safety Protocols

All students enrolled in New England Law during the 2020-2021 academic year, whether to attend a class or for other purposes, will be required to sign a shared responsibility and community safety pledge, which will be emailed out prior to the first day of classes.

The primary means of enforcement of the health and safety protocols will be cooperative and shared. We will depend on all members of the community to help each other observe safety protocols. Everyone should be empowered to remind others of necessary measures and (to the extent they feel comfortable) to help others remember to observe policies. This includes taking responsibility for conduct off campus, because conduct off campus can endanger members of the on-campus community.

It is important that these collective responsibilities not add to the burdens and anxieties that our community members might already feel when they return to campus. Individuals who wish to anonymously report concerning conduct should do so by emailing covidconcerns@nesl.edu.

While discipline should not be one of the primary tools for enforcement, in the event that a student displays a disregard of physical distancing or other health and safety policies such that they endanger other students, disciplinary issues may arise.

All individuals should familiarize themselves with the symptoms of COVID-19. The CDC reports the following symptoms may appear 2 to 14 days after exposure to the virus (as of June 2020):

- Chills, feeling feverish, or temperature at or above 100.4 degrees Fahrenheit
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

Anyone who is experiencing symptoms of COVID-19 should immediately contact their health care provider. These individuals will be expected to follow medical guidelines until resolution of symptoms and proof of a negative test. In addition, individuals must report symptoms per institutional screening and reporting protocols and refrain from coming to campus until medically cleared.

COVID-19 positive cases must be reported to [Jacqui Pilgrim](#), Director of Student Services (617-422-7401).

In addition, anyone who has had close contact with someone who is being evaluated for COVID-19 or has received a laboratory-confirmed COVID-19 diagnosis should contact their health care provider. Such individuals must report symptoms per institutional screening and reporting protocols and refrain from coming to campus until medically cleared.

CONTINGENCY CLOSURE PLANS

Contingency plans are being developed to outline requirements and procedures for temporary and long-term campus closures. In addition to compliance with any federal, state and local restrictions, New England Law is determining policies for short-term and long-term closure if a member of the community becomes infected. Contingency Plans will be published in the COVID-19 section of the intranet.

PROCEDURE FOR COMMUNICATING COVID-19 INFORMATION AND CONTINGENCY PLANS

The New England Law [COVID-19 intranet pages](#) will be updated whenever new information is available. Within this section, students will find an FAQ, with further details on the academic year, and a variety of student support mechanisms. The intranet will remain an ongoing resource for all COVID-19 information.

New England Law has an Emergency Communication Policy that provides the framework to support the school's All Hazards Plan through timely and effective outreach. The primary objectives are to communicate facts as quickly as possible, to update information regularly, and to ensure the safety of the New England Law community and the continued operation of essential services.

COMMONWEALTH OF MASSACHUSETTS REQUIREMENTS

Under the Commonwealth of Massachusetts Phase 3 Reopening guidelines, institutions of higher education are required to complete a COVID-19 control plan. The New England Law documentation is on record at the administrative offices at 46 Church Street.

ACADEMIC PROGRAM

The academic program, first and foremost, considers the health and safety of our community and evolving governmental re-opening restrictions. Within these parameters, the goal, whenever possible, is to allow students to choose an entirely online learning experience or a schedule with both online and in-person classes. The plans for potential in-person experiences remain contingent on government restrictions and are subject to change based on evolving regulations. In addition, the administration is working with the faculty to develop plans for maintaining course continuity in the event of faculty illness. **Given the potential for change in health and safety concerns, all faculty and students must be prepared to move to online classes if necessary.**

The American Bar Association invited law schools to apply for a variance to facilitate the delivery of additional remote classes. New England Law applied for and was granted this variance.

FALL ACADEMIC CALENDAR

The fall academic calendar will be as compact as possible, consistent with a strong educational program. Reducing holidays during the fall semester will discourage travel and make it less likely that students, faculty, or staff will bring back infections from other parts of the country or the world. For this reason, we will end classes on the Tuesday before Thanksgiving.

IN-PERSON AND ONLINE LEARNING MODEL

The current mix of virtual and in-person educational opportunities for fall 2020 is as follows:

- Three in-person first-year (1L) sections (one of which is in the evening) and one online section for the fall semester.
- In-person courses for 1L students will be in rented space at the Revere Hotel, adjacent to the 154 Stuart Street building. This space enables appropriate and required social distancing measures to be implemented.
- Because of the size of the 2L evening class and the required nature of the program, 2L evening classes will be entirely online.
- For upper-class students, there will be a mix of opportunities. In general, larger enrollment upper-class courses are online, while a number of the smaller classes are in-person.
- We will continue to provide a strong and supportive community as a basis for learning. This will include our academic and student support programs, an active Career Services Office, and the opportunity for participation in student-organized groups and activities.

CLINICAL AND EXPERIENTIAL LEARNING

All classroom components of both external and in-house clinics will be held via Zoom. The “fieldwork” portion of external clinics will be remote or in person, depending on the placement. For internal clinic hours, students will be provided with a plan that includes a mix of in-person and remote hours, as appropriate. The Director of Clinical Programs will work with students individually to secure appropriate placements.

New England Law will continue to offer additional experiential learning opportunities for students. Some simulation-style experiential learning courses will be offered online, while others are scheduled to be in-person.

EXAMINATIONS, ASSESSMENTS, GRADING, AND ATTENDANCE

- All fall final exams will be online.
- The Dean’s Office, the Registrar, and the Information Technology team will review products that might be used to allow for closed-book exams.
- An attendance-taking protocol for online and in-person classes will be adopted.
- Live and synchronously-held remote classes deemed suitable for recording will be made available to students for a limited period of time.
- In recognition of the challenges students may face in light of COVID-19, New England Law is reviewing attendance rules to develop a protocol to allow for absences to be made-up under certain circumstances. Further details will be available before classes begin.

TECHNOLOGY

- New England Law has adopted the learning management system Canvas for use by faculty and students beginning in fall 2020. Canvas provides a digital learning environment through which professors can manage all aspects of their courses.
- Zoom will be used for all class recordings.
- Students will need a computer (Mac or PC) that meets minimum specifications (based on Canvas, Zoom, and other required software) with a web camera and headphones with a microphone. Additional information is available on the intranet and, for incoming students, within the Orientation Portal.

AVAILABILITY OF ONLINE STUDY AIDS AND OTHER ONLINE RESOURCES

New England Law has contracted with Lexis to provide all students access to a new online study aid package. All incoming and returning students have access to all *Questions & Answer* series titles and all *Understanding* series titles from their home desktops and laptops. Entering 1L students should consult with their individual professors for recommendations on the best use of these study aids.

COMMUNITY LIFE

The health and safety guidelines, particularly those with regard to physical distancing and reduced density, will determine how we are able to accommodate student life services and activities. Many student activities will need to be held remotely or in the evening hours, when there may be less demand for physical space due to reduced class offerings at that time.

MAKING SPACE AVAILABLE

We recognize that some students will need to have study space available to access Wi-Fi, to study independently, or to attend a remote class. To the extent possible, we will provide space for students to study and appropriately gather for collaboration while maintaining physical distance requirements.

Under certain circumstances, such as tight commuting logistics, classroom space will be made available for students to access online classes on a case-by-case basis, if possible. Students with extraordinary circumstances should contact [Jacqui Pilgrim](#), Director of Student Services.

EVENTS AND ACTIVITIES

A central online calendar has been developed for the homepage of the intranet. This resource will be used to promote community and highlight the many events and community gatherings which will take place. Students should anticipate roundtable discussions, fireside chats, and community forums. Many important events that take place in the fall will be reinvented as virtual events or rescheduled for the spring.

MENTAL HEALTH

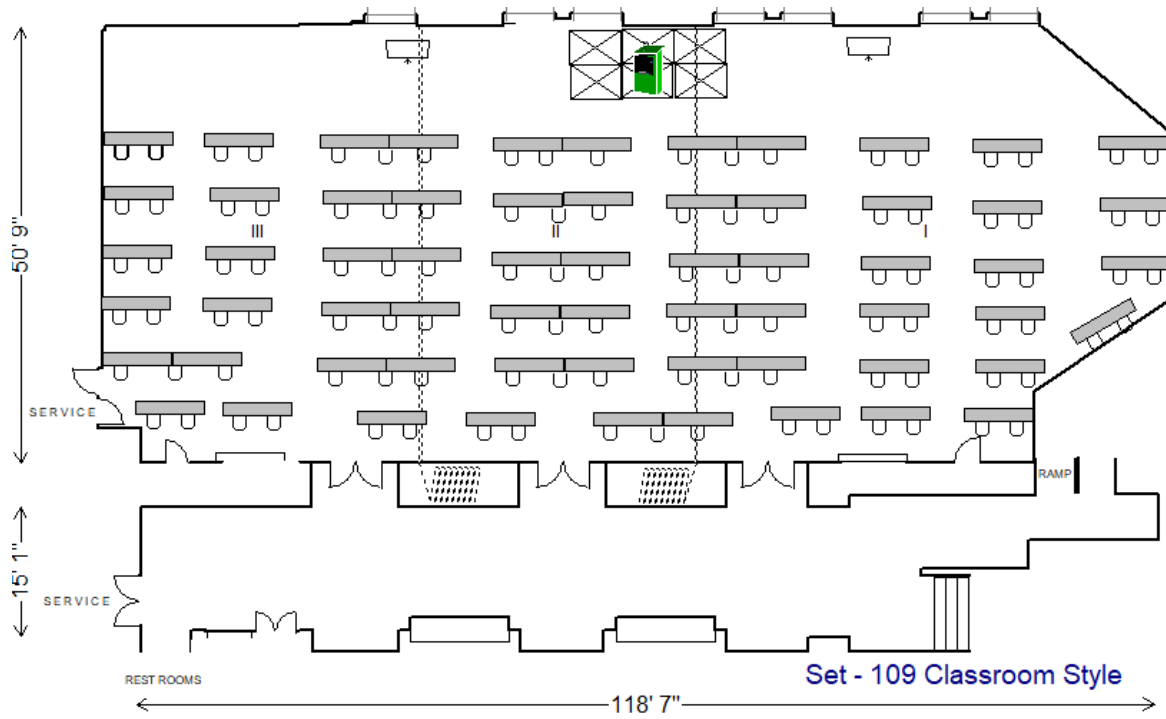
New England Law | Boston is committed to helping students cope with the adjustments and stressors inherent to law school, which are also exacerbated by the global pandemic. New England Law partners with Lawyers Concerned for Lawyers Massachusetts on many initiatives, and the Office of Student Services can make referrals where appropriate as well.

As part of student support services, New England Law has arranged for confidential counseling services. New England Law does not receive information about individual students who use these services. Information and appointments, including virtual sessions, can be booked online via the [intranet](#).

The administration is also working with the SBA, and its newly formed Mental Health and Wellness Committee, to plan monthly programming to support the wellbeing of all New England Law students.

ADDITIONAL INFORMATION AND UPDATES

New England Law is committed to updating the community regularly as new information becomes available. We will provide updates via the intranet, emails, and community forums. Please visit the FAQ on the COVID-19 section of the intranet for additional details and resources.



GRAND MASTER BALLROOM AND FOYER



Martin J. Walsh
Mayor

Boston Fire Department
Fire Prevention Division
1010 Massachusetts Ave - 4th Floor
Boston, MA 02118

Permit #: PLA83365
Expires: 06/30/2020

Place of Assembly Permit

Contractor: REVERE HOTEL-NKOTB LESSEE LLC

Address: 200 Stuart Street
Boston, Ma 02116

Phone: (617)482-1800

Cell:

Fax:

In accordance with the provisions of Chapter 28 of the Ordinances of 1979 known as the Boston Fire Prevention Code, MGL Ch148 and 527
.1.00 of the Board of Fire Prevention Regulations and amendments thereto, this permit is granted to be exercised at

200 - Stuart ST
Boston, MA 02116
Grand Master Ballroom

Subject to compliance with the applicable provisions of said Code and with safeguards and other conditions herein prescribed, to conduct
as follows:

Assembly Permit For 750 Persons

ASSEMBLY PERMIT FOR 750 PERSONS

Person accepting this permit shall conform to the Statutes of the Commonwealth, Commonwealth of Massachusetts Fire Prevention
Regulations, the Boston Fire Prevention Code, the Ordinances of the City of Boston and the conditions of this permit. This permit may be
revoked at any time by the Head of the Fire Department; a violation of any of its conditions shall work an immediate revocation of the permit.
Person to whom this permit is issued shall indemnify and save harmless the City of Boston from any damage it may sustain, or be
liable to pay by reason of the exercise of this permit, or by reason of any act or neglect of himself/herself any of his/her employees or
agents relating to the exercise of this permit or by reason of any violation of any condition of this permit.

Authorized by: Joseph E. Finn

John Dempsey

This is an original permit and **MUST AT ALL TIMES BE KEPT POSTED ON THE PREMISES**. All furnishings
and decorations added after issuance of this permit must be approved by the Boston Fire Department prior to use.

*Expiration of this permit and/or any change in venue name, activity, operation, location, ownership or use shall
void this permit and a new permit must be obtained from the BOSTON FIRE DEPARTMENT.*

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Martin J. Walsh
Mayor



Martin J. Walsh
Mayor

Boston Inspectional Services Department Building and Structures Division

1010 Massachusetts Avenue Boston, MA 02118 Telephone: (617) 635-5300

CERTIFICATE OF INSPECTION

Sean Lydon
Inspector of Buildings

Issued in accordance with the provisions of Mass. Gen. Laws ch. 143 s. 1 et. seq., as amended.

Revere Hotel
NKOTB Lessee LLC
200 Stuart Street
BOSTON, MA 02116
(617)482-1800

Revere Hotel
196 - 210 STUART ST
BOSTON, MA 02116
Ward 05

No: 138580

Issued: 11/19/2019

Expires: 12/1/2020

Occupancy	Max Capacity
Function Room B Loft 1-Bohea	300 Persons
Function Room A Loft 2-Singlo	300 Persons
Grand Master Ballroom	950 Persons



This certificate shall be void if the number of occupants is increased, or material changes or alterations are made, or if egresses are obstructed or changed.

I certify that these premises have been inspected and approved by the Inspectional Services Department and the requirements of Massachusetts General Law, C 143.S.1 et seq.

Sean E. Lydon

A copy of this certificate must be posted in a conspicuous public place.

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From: Julie Brandon <jbrandon@reverehotel.com>
Date: September 3, 2020 at 3:41:30 PM EDT
To: Anne Marie Martorana <aMartorana@nesl.edu>
Subject: **New England Law and Revere Hotel**

To whom it may concern:

Please accept this letter as a written understanding of New England Law's intent to hold overflow classes in the Grand Master Ballroom at the Revere Hotel Boston Common.

Please address any further questions to me directly.

Thank you.

Julie Brandon
Regional Vice President, Sales & Marketing
Revere Hotel Boston Common
(617) 457-2616