



Maintenance Department, 81 Hawthorne Ave., Pittsfield, Ma 01201 (413) 499-9476 Office Fax No. (413) 499-5521 E-Mail: efortini@pittsfieldch.com

Date: _____

TO: Mr. Ernest F. Fortini
Director, Building Maintenance
81 Hawthorne Avenue
Pittsfield, Ma. 01201

Dear Sir:

I do hereby agree that I will be held responsible for any and all damages that may be incurred and for all cleaning and rubbish removal that may be necessary due to my use of the gym or cafeteria.

I understand that the scheduled time for my use of _____
gym or cafeteria for _____ on _____ from _____
to _____ starting on _____.

I realize that I will be held to the above License agreement to use City Property and its requirements and any complaints that are received by your office in regards to the use of said building will necessitate the cancellation of any such usage of the building.

Sincerely,

PLEASE DETACH BOTTOM PORTION AND KEEP FOR your RECORDS

NOTE: Attached is a copy of the school calendar, **please note the days of school closings**, because the gym will not be available for use. **Be aware that in the event of a school function falling on your scheduled day, you will be notified that the gym will not be available.** Also, all groups using school gym(s) are expected to notify this department when they are done using the facility.