



City of Pittsfield

Building Maintenance Department , 81 Hawthorne Ave., Pittsfield, Ma 01201 Tel. 499-9476 Fax 499-5521 E-Mail efortini@pittsfieldch.com

USE OF SCHOOL/PUBLIC BUILDINGS / PROPERTY
Terms and Conditions

User fees are as follows:

	<i>Per single use</i>	
	<i>Profit</i>	<i>Non profit</i>
Use of School facilities:		
Auditorium.....	\$300.00	\$100.00*
Rehearsal.....	75.00	35.00*
Cafeteria.....	100.00	50.00*
Gym.....	100.00	20.00*
Classroom, depending on size of group.....	75.00	25.00 – 45.00*
Use of Berkshire Athenaeum		
Auditorium.....	\$200.00	\$75.00*
Conference Room.....	100.00	50.00*

*There will be no charge assessed to supervised youth groups and civic organizations. A civic organization shall mean an association formed for purposes beneficial to the community as a whole or one in which the members cooperate to accomplish community goals.

There will be a charge of 1.5% per month for any overdue fees (after the regular 30-day billing period), and such overdue party will not be allowed to book the use of any room until all back rentals are paid.

In addition to the above fees there may be additional charges for the services of City personnel that may be required. The Building Maintenance Department along with the School Department will determine if the services of a fireman, police officer, electrician, sound person, light person, cafeteria worker or custodian are required. The services of such personnel are to be paid at the rate of 1 ½ times their hourly rate with a minimum of three hours pay.

If the services of a custodian are required and you are paying for their services, they will be expected to be in the area of your function at all times and available to you for whatever services that you require of them. Please notify this office if there are any problems or issues relative to City personnel (schools or City) hired for event.

No other equipment shall be furnished by the City or School department except for tables and chairs for the stage and /or lobby in the schools and the auditorium in the Athenaeum. The Athenaeum does provide a variety of Audio /Visual equipment upon request.

If a user wishes to have a piano on the stage in the schools, he/she is to notify the Director of Maintenance who will make the necessary arrangements to have it moved before the rental date and relocated after the rental date at the expense of the renter. The fee for this move must be paid for in full one week prior to the scheduled move. Tuning of the pianos will be done at the renter's expense and is to be done by a piano tuner selected by the City.

Use of School/Athenaeum facilities by outside groups or individuals shall not interfere with School/Athenaeum purposes. In the event the School/Athenaeum requires the use of the area(s) that have been reserved by the renter, the School/Athenaeum function will have first priority and the renter will not be allowed to use such facility. Every attempt will be made to accommodate the renter, but in the event the renter cannot be accommodated the Building Maintenance Department will return any fees that have been collected.



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USE OF BERKSHIRE ATHENAEUM

Rules and Regulations

The meeting rooms at the Berkshire Athenaeum, Pittsfield's Public Library, are available for public use. The Athenaeum is a City building and the use of the meeting rooms are under the auspices of the City's Building Maintenance Department.

Use of City buildings is governed by *The Code of the City of Pittsfield, Massachusetts*, which provides for the use of the Auditorium and the Conference room at the Athenaeum for public use.

Use of Berkshire Athenaeum must be reserved through City of Pittsfield Building Maintenance Department and all of the appropriate paperwork must filled out and submitted prior to the use of auditorium or conference room. Rental groups will be billed for repairs and replacement of equipment or furnishings, if after the final inspection any damages have been found and are a result of their misuse, abuse or unauthorized use. Damages as a result of normal wear and tear or lack of general maintenance by the City will not be billed to groups or individuals renting such facilities. City officials and a representative from the organization or the individual(s) renting the facility shall inspect the spaces before occupancy and upon vacating them. A written report will be sent to the Building Maintenance Department and the organization or individual(s) renting the facility.

In order to protect the physical plant of the stages, auditoriums and meeting rooms the following rules and regulations will pertain to all who use who use these spaces including library and outside groups that rent them from the City: (facilities may include hallways, and public restrooms as well as the stages, auditoriums and meeting rooms):

Berkshire Athenaeum Hours of Operation:

Summer (July 1 – August 31)	Monday , Wednesday, Friday and Saturday	- 9:00 A.M. – 5:00 P.M.
	Tuesday and Thursday	- 9:00 A.M – 9:00 P.M
Winter (September 1 – June 30)	Monday – Thursday	- 9:00 A.M – 9:00 P.M.
	Friday	- 9:00 A.M – 5:00 P.M.
	Saturday	- 10:00 A.M – 5:00 P.M.

FACILITY DESCRIPTION:

- Auditorium: Located on the basement level of the Athenaeum, the auditorium may be divided into two spaces by a movable partition. The largest space(Auditorium East) measures 48" wide by 44" long, and the smaller end (Auditorium West) measures 40" wide by 24" long. There is a raised stage at the east end of the auditorium that measures 30" wide by 15" deep. The auditorium has movable seating for approximately 175. Audio-visual facilities for this space include a 10 foot pull-down projection screen, overhead projector, slide projector, video player/projector, microphone and piano. Floor and table lecterns are also available. Kitchen facilities are adjacent to the auditorium (see REFRESHMENTS section below).
- Conference Room: Located on the balcony level of the library, The Athenaeum Room measures 32" long by 16" wide. There are twenty chairs around the perimeter of four large tables grouped in the center of the room. To prevent damage to their legs the tables should not be moved. Additional chairs are available by request. Audio-visual facilities for this space include and overhead projector, slide projector, and video player with color monitor. While no projection screen is available for this room, the light colored walls permit projection directly onto the wall.

Availability: Meeting rooms are available during the library's normal hours unless arrangements to the contrary are made with the Building Maintenance Department for custodial coverage. Participants must leave the premises 1/4 hour prior to the normal closing time of the library unless other arrangements have been made.



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Attendance Requirements: In an effort to maximize the use of the Athenaeum Facilities and to afford as many groups/individuals the opportunity to use them, the following guidelines for attendance at each function must be met for the use of the Auditorium and/or Conference Room:

	Minimum # of Attendees	Maximum #of Attendees
Conference Room -	5	25
Auditorium –		
Full Auditorium	26	175
West End Only	5	25

Any group/individual who has booked future event dates and has demonstrated a consistent inability to adhere to the above guidelines, shall have all future dates cancelled and the space or spaces reserved will be made available to other groups/individuals for their use.

Service Priority: The meeting rooms of the Berkshire Athenaeum are available for educational and civic purposes provided that such use does not interfere with regular library services or programs and that groups using facilities conform to library policy.

Meetings in Series: Because they interfere with the Athenaeum's ability to schedule library programs or other events, reservations for meeting in series or for periods of 4 weeks or more are discouraged. The Building Maintenance Department along with the Berkshire Athenaeum will make all decisions regarding the length of time and the number of dates that can be booked at any given time.

Eligibility: The Building Maintenance Department shall determine whether groups are eligible to use the Athenaeum meeting rooms.

Booking Procedures: While the Building Maintenance Department is responsible for the use of the meeting rooms, The Athenaeum maintains the primary calendar of activities because of the many library-sponsored programs offered. Persons wishing to reserve a meeting room should contact the Athenaeum first at 499-9484 to make sure the space is available. Once the availability has been determined the person should call the Building Maintenance Department at 499-9476 to complete the City's application process. Facilities are available on a first come, first served basis.

Notices: All notices, petitions and publications for distribution or posting within the library must have prior approval of a library supervisor, and may only be displayed using approved methods. Tape must not be used on the library's walls.

Refreshments: Food and drinks are allowed in the meeting rooms only and are restricted to light refreshments (cookies, pastries, soda, coffee etc.) Requests for more substantial foods requires the advance approval of the Berkshire Athenaeums Director. The signee is responsible for supplying all consumables (cups, napkins, flatware etc.) and should at the close of the meeting or event dispose of any food and trash in baskets provided. Brooms, mops and dustpans will be provided on request for any additional cleanup that may be required. The kitchen facilities adjacent to the auditorium must be requested when the room is reserved. Alcoholic beverages and smoking are not permitted in the library.

Liability: The individual who signs the application form assumes the responsibility for accidents or damages which occur to the building or equipment made available as part of any room reservation. The signee will be responsible for payment for all repairs that must be made as a result of any damages. Accidents or damages, which occur during the use of the library meeting room, must be reported to a City employee (library staff or custodian) upon the conclusion of the scheduled event. The City requires the signee to sign a Release /Hold Harmless Agreement and a License Agreement prior to using the space. The City may also require a Certificate of Insurance be furnished one week prior to the scheduled event naming the City as a covered party.

Storage of Materials: Unless there are special arrangements made to the contrary, the Athenaeum will not accept the responsibility for storing materials owned by the booking organization between meetings.

Set-up Limitations: The Athenaeum cannot guarantee the meeting rooms will be set up according to the requirements of the booking organization. Persons planning programs should arrive early to assure their set-up needs have been met.



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Melville and Morgan Rooms: The auditorium and the Athenaeum Room are the only two rooms in the building that may be reserved for meetings or events. The Melville and Morgan rooms house special collections and are not intended for public meetings.

- All OSHA federal regulations and laws must be followed at all times.
- No pyrotechnics or flames, including candles, are allowed under any circumstances on or around the entire facility at any time.
- Do not attach anything to any part of the facilities, equipment or physical plant without the prior approval of a Library supervisor or staff member.
 - To include: no screws, nails, staples, safety pins or adhesive materials including any kind of tape that can be used to secure curtains, scenery, or anything else in the space.
- Curtains are not to be touched by scenery of any kind and may not have anything attached to them for any reason.
- Curtain positions may only be changed or turned by manipulating the ropes in the pulley systems. This should be done slowly and with caution.
- The facilities must be left clean and in the same configuration as found.



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Auditorium/Conference Room
Pre/Post Inspection Checklist

Table with 3 columns: Item, Pre Date (Circle One), Post Date (Circle One). Rows include Stage Flooring, Audio/Video equipment, Lighting & Stage Curtain, Overall cleanliness, Furniture placement, Other, and Received a copy of Terms and Conditions.

G = Good U= Unacceptable

NOTES:

SUGGESTED REMEDIES:

PRE-USE SIGNATURE & DATE

City/Library Representative

Organization Representative

POST-USE SIGNATURE & DATE

City/Library Representative

Organization Representative **

** Signature does not signify agreement with the findings of the Post-Use Evaluation, merely that the representative accompanied the City Representative during the Post-Use inspection and received a copy of the completed report with suggested remedies included if any.



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Please Note: In the event of a snow emergency, the Schools/Athenaeum may be closed and any scheduled programs may be cancelled!

Refreshments must not be served in the building unless specific arrangements are made for cafeteria/Kitchen usage.

A Certificate of Insurance must be furnished to this Department one week prior to the event by the user and issued for the date(s) of the use. The City must be included as a covered party.

Smoking is not permitted in any public building or on the premises.

There will be no alcoholic beverages on the premises under penalty of the law.

The program sponsor or his/her designee or individual user must sign a Release Harms/Hold Agreement and a License Agreement.

In the event any of the Agreements are not signed, or the Certificate of Insurance is not received one week before the event, the event will be cancelled!

Please fill out the attached questionnaire and return to the Director of Building Maintenance, 81 Hawthorne Ave., Pittsfield, Ma. 01201



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

Release/ Hold Harmless Agreement

I _____ a representative from _____ does hereby acknowledge that in the course of its use of property owned by the City of Pittsfield, namely ***The Berkshire Athenaeum*** located at ***1 Wendell Ave.***, Pittsfield, Massachusetts 01201, for the purpose of _____, on _____, 200____. (_____:_____) and more particularly by virtue of the presence of its agents, servants, employees and invitees, (hereinafter collectively referred to as _____), in any manner whatsoever shall operate at its own risk on said property of the City of Pittsfield.

For and in consideration of the use of ***The Berkshire Athenaeum***, _____ does for itself and on behalf of its agents, servants, employees and invitees, hereby, jointly and severally, remise, release and forever discharge the City, its agents, servants and employees (hereinafter collectively referred to as the "City"), of and from all debts, demands, actions, and any and all claims or demands whatsoever of any kind for damages or injuries to property or person, which may arise by virtue of _____ use of ***The Berkshire Athenaeum***.

_____ further agrees to defend and indemnify and hold harmless the City from and against any claims of any nature whatsoever and the cost and expense, including, but not limited to, attorney fees and legal costs arising out of any claim in connection with its use of ***The Berkshire Athenaeum***.

Said indemnification shall not include claims arising from intentional malfeasance by the agents or employees of the City of Pittsfield.

Signed and Sealed this ____ day of _____, 200__ on behalf of _____ by _____, its _____.

Signed - _____ Phone No. - _____

Name - _____

Address - _____



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LICENSE AGREEMENT to USE CITY PROPERTY

I _____ a representative from _____ does hereby agree to pay all User fees and all associated service fees (custodian, electrician etc.) for the use of _____ on the following date(s): _____

All such fees are payable no later than 30-days from the billing date, all fees not paid by the due date will be subject to an additional charge of 1.5% monthly for any outstanding balance.

I also agree to pay any and all damage(s) resulting from the use of the facility/property on the dates(s) indicated above.

User Fee	\$
Service Fees (estimated)*.....	\$
Total Estimated Fees.....	\$

Signed this ____ day of _____, 200__ on behalf of _____ by _____, its _____.

(Title)

Signed - _____

Name - _____

Address - _____

Phone No. - _____

*** Service fees will be calculated using the highest paid employee’s hourly rate representing the group that is being used for the services being provided at the applicable overtime rate(s). If a lower paid employee is used to provide the necessary service(s) you will be charged the lower rate.**



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Application for Use of the Berkshire Athenaeum

This questionnaire must filled out and returned to the office of the Director of Building Maintenance, 81 Hawthorne Ave., Pittsfield, MA. 01201 AT LEAST ONE MONTH BEFORE THE USE DATE.

Name of facility you wish to use: _____

Date(s) of event: _____

Time of event(s): _____

- Auditorium
- Gymnasium
- Cafeteria/Kitchen
- Classroom
- Other

Use of the cafeteria/kitchen only!! No user will be allowed use of any school kitchen facilities without hiring a school cafeteria worker.

No user will be allowed use of the library kitchen without prior approval.

Use of Herberg & Reid Middle School Auditorium Only!! No user will be allowed use of the stage lighting without hiring a school employee for that purpose.

Use of all other school Auditoriums only!! No user will allowed use of the stage lighting without hiring a City electrician.

SPONSOR OF PROGRAM: _____

ADDRESS: _____

Tel. No.: _____

TYPE OF PROGRAM: _____

Date(s) of rehearsal : _____

Open doors at: _____

Table Chairs in Lobby? Yes No How Many? _____ Size of Table(s)? _____

Comments:

Ticket Booth to be used? Yes No

Will Auditorium be decorated? Yes No If yes, with what?

Stage set-up? Yes No

Custodian required? Yes No

Other personnel required Yes No Type of personnel required:

What time does building need to be opened for event?

If significant set-up is required by the custodian, please make a note so he/she will have sufficient time to meet your needs.



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Comments and/or Special instructions:

