



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 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. In addition the Building Maintenance Department along with the School Department will determine if a trash removal fee will be 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 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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- **Only trained and certified personnel approved by the School Department will be allowed entry into the lighting control room or have access to the control panel.**
- All furniture and scenery found in any part of the facility must be placed in exactly the same place and configuration as it was found. The custodian on duty will be responsible to work with the renter to accomplish this task.
- The event organizer must have parking attendants to monitor and enforce the parking restrictions. No parking will be allowed on dirt surfaces, grass or in the driveway. **The driveway is a fire lane.** Police and Firefighters take notice. **The custodian on duty will notify the school and maintenance departments of any violations.**
- **The Custodian on duty** will be responsible to ensure that the facilities be left with all doors locked and all equipment turned off. **The Custodian on duty** and the rental organization or responsible individual(s) will be responsible to remove all liter inside and outside and placed in the proper receptacles and the floors must be swept and mopped if necessary.
- **Violations of any of the above rules and regulations may be just cause to prohibit any future use of school facilities by the organization.**