



City of Pittsfield

Building Maintenance Department , 81 Hawthorne Ave., Pittsfield, Ma 01201 Tel. 499-9476 Fax 499-5521 E-Mail
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USE OF SCHOOL AUDITORIUMS **Rules and Regulations**

Use of Public School auditoriums must be reserved through City of Pittsfield Building Maintenance Department and all of the appropriate paperwork must be filled out and submitted prior to the use of any auditorium or theater in the Pittsfield Public School System. 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 or the Pittsfield Public School System will not be billed to groups or individuals renting such facilities. School 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.

NOTE: The event organizer must contact the building Principal two (2) weeks prior to the first use of the facility to discuss the Pre/Post Inspections and all general Rules and Regulations for use of the facility. If this does not happen the event will be canceled!

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

- All reservations and bookings must be placed on the school calendar of events by the school secretary as soon as they are made.
- School activities will receive priority when bookings are made.
- Copies of the school calendar of events will be made available to the Building Maintenance Department when requested and faxed to them immediately.
- No outside group rentals will take place before 2:30 P.M. on any school day.
- Music and theater teachers who use performance facilities as instructional space should be informed of all bookings as soon as possible, but at least a week in advance. (Building Principle to notify)
- All OSHA federal regulations and laws must followed at all times.
- No pyrotechnics or flames are allowed under any circumstances on or around the entire facility at any time.
- No smoking is allowed anywhere on or in school grounds anytime.
- Do not attach anything to any part of the facilities, equipment or physical plant.
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. To include: light instruments and gels, as well as leg and border placements.
- The crossover and wings must remain clear of furniture, scenery, props, costumes equipment and anything that could block or partially bloc these spaces at all times.
- Scenery may not be constructed on site.
- The band room is off limits to all outside groups.
- No liquids are allowed in the auditorium at any time. To include: water(except for mopping), soda, alcoholic beverages, paints, solvents and/or chemicals. **The custodian on duty to monitor and enforce.**
- The counter weight system must be properly used and maintained. The attached copy of the procedures must be read prior to operating them and followed exactly.
- **Custodians will not allow the use of the lighting control room or control panel unless so instructed by the Principle.**
- **All aspects of the lighting and sound systems must be returned to original positions and programming before vacating the premises. A lighting professional must be brought in at the renters' expense to operate or change the existing layout and program. If any changes are apparent upon final inspection, the renting organization or responsible individual(s) will be charged for hiring a professional to reconstruct the original set-up.**



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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.**