



City of Pittsfield

Building Maintenance Department, 81 Hawthorne Ave., Pittsfield, Ma 01201 Tel. 499-9476 Fax 499-5521

User Questionnaire

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:

Please check which of the following you wish to use:

- 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(S):

OPEN DOORS AT:

TIME(S) OF REHEARSAL(S):

DATE(S) OF EVENT:

OPEN DOORS AT:

TIME(S) OF EVENT:

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

Dressing rooms to be used? Yes No How many required?

PA System required? Yes No (auditorium only! No other PA will be provided!)

Electrician required for Show? Yes No Time(s) required?

Electrician required for Rehearsal(s)? Yes No Time(s) required?

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: