

## Council Room Policy & Reservation Form



**Pittsburgh  
Technology  
Council**

### **Purpose**

As a benefit of membership, upon request the Pittsburgh Technology Council provides members with access to the Council's meeting rooms and facilities.

### **Reservations**

**Room reservations include only the meeting room space. They do not include use of Council printers, copiers, fax machines, audio-visual equipment or kitchens. Council staff are not available to provide logistical or administrative services.**

Conference rooms must be reserved 48 hours in advance, but no more than one month prior to meeting. If the reservation needs to be cancelled, please notify the Council 24 hours in advance at 412.687.2700. The Council reserves the right to cancel or terminate the use of listed facilities within the independent and sole discretion of the Council. If the Council member anticipates a potential violation of any term of this agreement, or any unusual circumstances related to the use of the conference room, it is the responsibility of the member to notify the Council at least two business days in advance of the scheduled use of the space. Any variance to the terms of this agreement is at the sole discretion of the Council.

### **Council Membership Requirement**

Council members are permitted to use our meeting rooms. Our meeting rooms may not be reserved by anyone who is not a Council member in good standing. We reserve the right to refuse room use at our discretion. Members are responsible for providing all necessary and appropriate safety instruction to all participants and attendees at the activity. The member is responsible for any and all damages to buildings, grounds, fields and equipment caused by participants and attendees.

### **Left as Found**

Council members are responsible for cleaning up the room at the conclusion of their meeting. If the room is not left in the condition it was found, the Council reserves the right to refuse future reservation requests.

### **Security & Safety**

The Council assumes no responsibility or liability for any items brought onto the premises, including items being utilized by the member company or attendees of a meeting. Council facilities are smoke-free. The Council is not liable for injuries sustained while using facilities. Members agree to use and occupy the agreed to rooms in accordance with all Council policies, regulations, rules and practices and with all applicable municipal, state and federal laws, including but not limited to fire codes. Children under the age of 12 are not permitted in the building.

### **Catering / Kitchen Policy**

Using the Council kitchen is prohibited. The member is responsible for ordering, arrangement, delivery and payment of food and beverages. Alcoholic beverages are not permitted on our property during member-hosted events. The following is a list of some of the caterers / restaurants in the area for your convenience:

Keystone Café	In-house Deli	412.682.1444
Right by Nature	2305 Smallman Street	412.454.6200
All the Best Catering	1000 Banksville Avenue	412.341.0600
Bruegger's	East Carson Street	412.381.2833
Panera Bread	Blvd. of the Allies	412.683.9537
Rialto's Pizza	Greenfield Avenue	412.421.2121
Silk Pagoda	Beechwood Boulevard	412.521.8620

### **Council Logo Use Policy**

When using a room for a seminar / training session, promotional materials / invitations for the seminar should use only our street address, 2000 Technology Drive, to direct meeting participants to the building. Our name or logo should not be used, including implication of Council endorsement or support without express permission from Council staff.

### **Indemnification**

The Council shall have no responsibility for the safety and/or security of any property belonging to the member or any participant of the member event. The member expressly releases and discharges the Council for any and all liabilities for any loss, injury or damages to any such property.

The Council shall have no responsibility for the safety and/or security of any person participating in events at Council facilities except as may arise from the sole negligence of the Council facilities. The member expressly agrees to indemnify and hold harmless the Council, its officers, employees and agents, from all cost, loss and expense arising out of any liability of claim for liability for injury or damage to persons resulting directly or indirectly from their participation in the member's use of Council facilities, regardless of whether such use was authorized or not, and regardless of whether the liability or claim of liability arises out of the act or omission of member.

In the sole discretion of the Council, at all times during the use of Council facilities, members may be required to have and provide evidence of a policy of comprehensive liability insurance, including public liability, bodily injury and property damage. Additional insurance may be required based upon the type of event/ function.

This statement contains the whole and complete agreement between the Council and the member.

## The Following Room Guidelines are Posted in Every Conference Room

- ⌘ Do not turn off the lights when you leave the room. Our plants are alive, improving air quality, and they need the lighting.
- ⌘ Do not remove chairs, equipment or furnishings from any other conference room or cubicle for use in this room.
- ⌘ Food and/or beverages should be disposed of in the kitchen garbage cans. Do not leave food in the conference room trash cans.
- ⌘ Neatly arrange and push the chairs under the tables when you're through; erase white boards.
- ⌘ Do not leave anything in the conference room that was not there when you arrived.
- ⌘ Please be considerate of both your time and others'. Do not exceed the time you reserved this room.
- ⌘ Any use of electrical equipment must be approved of in advance and noted on this form.

## Available Meeting Rooms

The following rooms are available for Council members:

Room A	Capacity of 12 people
Room B	Capacity of 8 people
Room C	Capacity of 6 people

\* Meeting invitees may not exceed meeting room capacity.

## Room Reservation Request

Please complete the form below to make a room request. Then print the form and fax to 412.687.5232 to the attention of Dana Takach, or e-mail completed form to [dtakach@pghtech.org](mailto:dtakach@pghtech.org).

Meeting Date(s):	Meeting Time(s):
Number of People:	
Your Name:	Phone:
Company:	
E-mail:	Date of Request:
Signature:	

By signing above, I understand the Council room reservation policies and agree to adhere to them for my event.

*For Council use only:*