

Resource Room Policy & Reservation Agreement

Purpose

As a benefit of membership, upon request the Pittsburgh Technology Council provides members in good standing with access to the Council's Resource Room.

Reservations

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

The Resource Room should be reserved at least two weeks in advance. If the reservation needs to be cancelled, please notify the Council 24 hours in advance. 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

The Resource Room can be reserved by any 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 room 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
All the Best Catering	1000 Banksville Avenue	412.341.0600
Strictly Business Catering	713 Main St., Sharpsburg	412.781.6668
Panera Bread	Bld. of the Allies	412.683.9537
Rialto's Pizza	Greenfield Avenue	412.421.2121
Silk Pagoda	Beechwood Boulevard	412.521.8620

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 Resource Room is available to members for a fee. Members must pay the fee in advance to be able to utilize the room.

Four Hours or Less	\$ 250
Over Four Hours	\$ 500

As payment for the room, the Council accepts cash or checks made payable to *Pittsburgh Technology Council*. We do NOT accept credit card payments. We ask that payment be made as soon as possible from the onset of the reservation (once the requester is notified by Pittsburgh Technology offices that their request has been fulfilled.) Payments must be received prior to the reservation date as discussed between the member and a Pittsburgh Technology Council representative. The Council holds the right to cancel a reservation if payment is not received prior to the reservation date.

Resource Room Additional Details

The room is available for use between the hours of 8:30am-5:30pm.

The maximum capacity for the Resource Room is 84 people. There are 18 training tables and 36 chairs for the tables. There are an additional 20 side chairs in the room. The room has a wireless conference phone with two additional wired microphone extensions. Audio-visual components include a large mounted wall screen and ceiling projector as well as a flat screen television that can be used in conjunction with the large screen. A podium is available for laptop placement to connect to the A/V equipment. A microphone is also available if needed. Laptops, adapters (such as those for MACs) are **NOT** provided by the Council. An outdoor deck is available for use and is located right outside the Resource Room. It may be used, weather permitting.

Room Reservation Request

Please complete the form below to make a request to utilize the Council's Resource Room. Make sure you include your full signature. 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. For any questions pertaining to the Resource Room you may also call Dana Takach at 412.687.2700.

Meeting Date(s):	Meeting Time(s):
	.
Your Name:	Phone:
Company:	
E-mail:	Date of Request:
Signature:	
** Signature of PTC Contact: dkt Dana K. Takach ok'd for filing	

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

