

ROOM RESERVATION FORM

NOTE: All three pages of this form must be completed and submitted to Jayme Wagner Room 109 McKinney Hall; including all setup and/or service requirements, **at least one week in advance** of the date of the event. Completing this form does not guarantee your reservation until you receive confirmation from the ETC Office.

Requesting individual _____ Partner/Agency Name _____
 Requester's Telephone Number _____ Requester's Cell Phone _____
 Requester's Email Address _____ Faculty/Staff Member Attending _____

EVENT INFORMATION

Name of Event _____

Type of Event Meeting Class Speaker Banquet Practice
 Community Service Project Fundraiser Event
 Other, please be specific _____

Date(s): _____

Attendance Expected _____ Admission Fee _____

Program Open To: Public Students Faculty/Staff

RESERVATION INFORMATION

Location		Date and Times				
Building	Room	Month/Day/Year	Setup Start Time	Event Start Time	Event End Time	Cleanup End Time

Include time for setup and cleanup; the building will be unlocked and locked at times requested above. The organization is responsible for completely cleaning the area(s) used every time it is used. A staff or faculty member must be present to represent the ETC partner at all activities, meetings, events, etc. for all partner events.

SET UP, SERVICES, EQUIPMENT NEEDS

ROOM SET UP (number if appropriate)	
_____	Tables
_____	Chairs
_____	Piano
_____	Podium
_____	Staging
_____	Other _____
_____	Other _____

PERSONNEL SERVICES	
_____	Projectionist
_____	Lighting
_____	Sound
_____	Custodial
_____	Security
_____	Other _____
_____	Other _____

EQUIPMENT (specify type and number)	
_____	Microphone _____
_____	CD Player _____
_____	Stage Lighting _____
_____	Computer _____
_____	Other _____
_____	Other _____

CATERING (check all that apply)	
_____	Buffet Line
_____	Sit-Down Meal (served)
_____	Reception
_____	Breakfast
_____	Lunch
_____	Supper
_____	Pastry/Coffee
_____	Coffee, Soda Service
_____	Other _____

**NOTE: SPECIFIC CATERING ARRANGEMENTS
MUST BE MADE WITH FOOD SERVICE**

VISITOR PARKING: Visitors must pick up a parking pass from the Campus Police and Security Office or park on the street.

**PROVIDE A DIAGRAM AND DETAILS OF SET UP REQUIREMENTS ON THE NEXT PAGE
SPECIAL PROCEDURES APPLY TO THE USE OF CAMPUS AUDITORIUMS.**

AUTHORIZATION

I understand that this event must be carried out in accordance with the relevant policies and procedures of the University of Pittsburgh and the Education and Training Center at Pitt-Titusville, and, if applicable, with the laws of the Commonwealth of Pennsylvania. I acknowledge that any damage to equipment or property resulting from this event will be charged to my department or organization.

Signature of Requester _____ Date _____

Approved by _____ Date _____

Please draw a diagram of all setup requirements in the space below and provide any additional information related to the event. Use a separate sheet if necessary.

Please be specific!

If you have any questions about availability at the ETC, please call 814-827-4509.