



University of Pittsburgh at Titusville

Office of Facilities Management
Coordinator of Conferences and Facilities Use

504 East Main St.
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Titusville, PA 16354
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UPT CAMPUS FACILITIES USE PERMIT

THIS FORM HAS 5 PAGES

Note: For this permit to be valid, the following must be submitted to the Coordinator of Conferences and Facilities Use at least two weeks prior to the date of the event:

- This form completely filled out and signed by both the Requester and the UPT Coordinator.
- A deposit of 25% of the agreed total charge for this event; check to accompany this form.
- A complete list (with diagrams if necessary) of requested set ups, services, and rentals.

This permit, completed and signed by both parties, must remain in the Requester's possession during the event and shown to University authorities if so requested.

REQUESTER INFORMATION

Organization _____ Address _____

Requesting individual _____

Telephone _____ City _____

Fax _____ State _____ Zip _____

E-mail _____

Only non-profit organizations may use UPT facilities. Certain facilities require that user groups be 501(c)3 organizations. Organization must be able to provide proof.

EVENT INFORMATION

Name of Event _____

Subject/Description _____

Date(s): _____ Time: From _____ To _____

Attendance Expected _____ Admission Fee _____

Will food or beverage be available? Yes No Is special security required? Yes No

Will there be entertainment? Yes No Are special services requested? Yes No

Will the new media be present? Yes No If "Yes," see page 2 and schedule of charges.

Will the event be open to the public? Yes No

ALL EVENTS MUST TAKE PLACE IN ACCORDANCE WITH UNIVERSITY POLICIES

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RESERVATION INFORMATION

LOCATION		TIME AND DATE		
Building	Room	Month/Date	Start Time	End Time

Include time for set up and tear down. Building will be unlocked and locked at times requested above.

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)

- _____ Audio-Visual _____
- _____ Sound _____
- _____ Lighting _____
- _____ Computer _____
- _____ Other _____
- _____ Other _____

CATERING (check all that apply)

- _____ Buffet Line
- _____ Sit-Down Meal (served)
- _____ Reception
- _____ Breakfast
- _____ Lunch
- _____ Supper
- _____ Pastry/Coffee
- _____ Coffee, Soda Service
- _____ Coffee Service Only
- _____ Other _____

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

GUEST PARKING: Guests must pick up a Guest Parking pass from the Campus Police Office in Spruce Hall or park on the street.

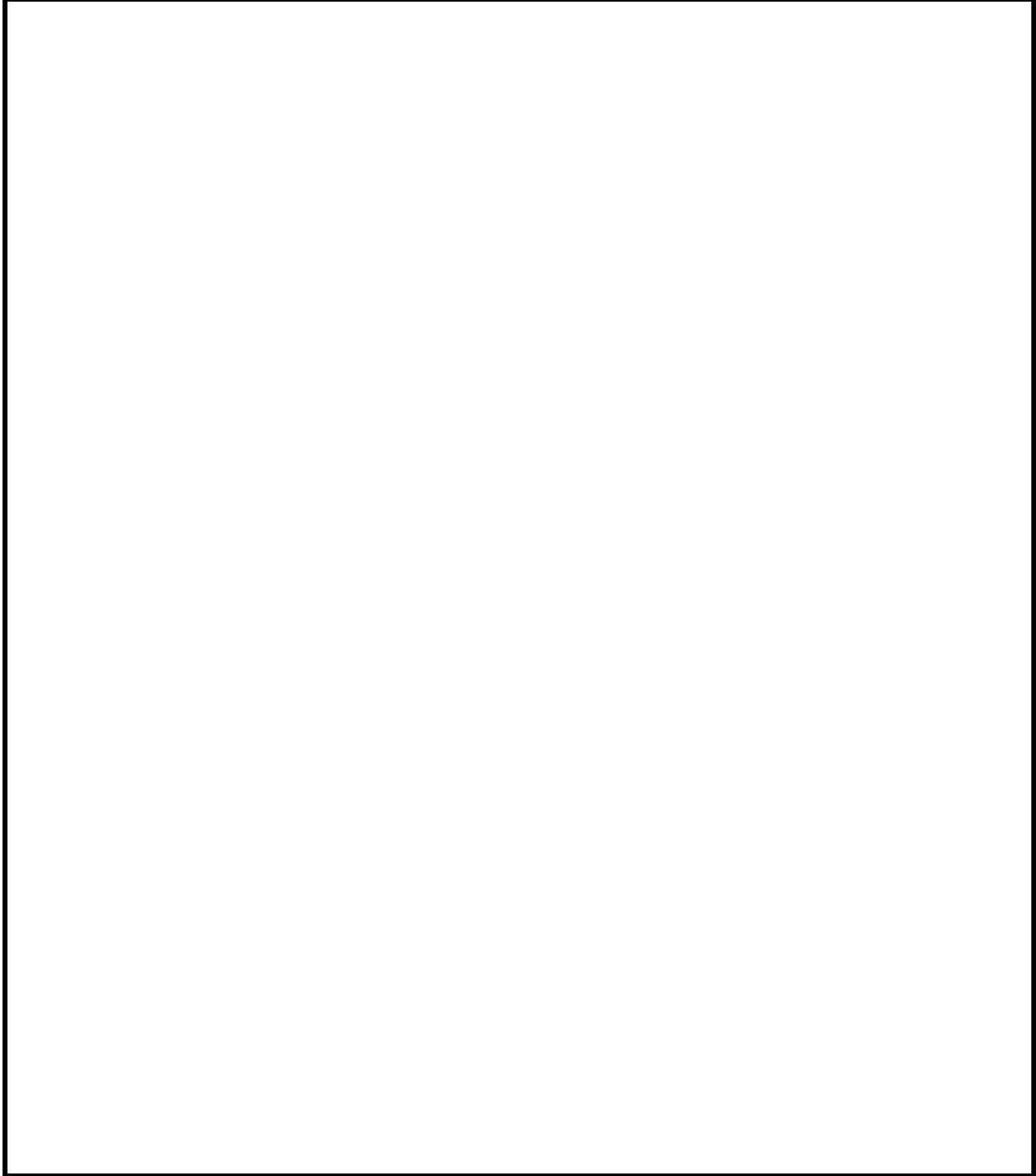
**PROVIDE A DIAGRAM AND DETAILS OF SET UP REQUIREMENTS ON THE NEXT PAGE
SPECIAL PROCEDURES APPLY TO THE USE OF CAMPUS AUDITORIUMS**

CHARGES FOR SERVICES PROVIDED WILL BE AS PER SCHEDULE ATTACHED.

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**PLEASE DRAW A DIAGRAM OF ALL SET UP REQUIREMENTS IN THE SPACE
BELOW AND PROVIDE ANY OTHER DETAILS RELATING TO THE EVENT
Use a separate sheet if necessary.**



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INSURANCE REQUIREMENTS FOR THIRD PARTY USE OF UNIVERSITY FACILITIES

Any requesting organization must provide proof of the following if requested:

Workers' Compensation: Statutory

Employer's Liability: \$100,000 each accident, \$500,000 disease - policy limit,
\$100,000 disease - each employee.

Comprehensive General Liability: including but not limited to contractual, products, broad form property damage, personal injury, host liquor, and independent contractors liability \$1,000,000 combined single limit for bodily injury and property damage per occurrence.

OR

Commercial General Liability:

\$1,000,000 each occurrence

\$2,000,000 general aggregate

\$1,000,000 products/completed operations

\$1,000,000 personal and advertising injury

\$50,000 fire damage (any fire)

\$5,000 medical expense (any one person)

Automobile Liability: including hired car and non-owned automobile \$1,000,000 combined single limit for bodily injury and property damage per accident.

POLICIES AND REGULATIONS

1. Requesting organization will adhere to all federal and state laws and all University policies and regulations regarding alcohol, narcotics, controlled substances, and tobacco products.
2. Requesting organization will be appropriately supervised by a responsible certifiable agent.
3. The requesting organization agrees to inform the University of cancellation at least 10 days prior to the scheduled event or deposit will be forwarded.
4. The University reserves the right to cancel this permit for cause and will give the requesting organization appropriate notice thereof.
5. Requesting organization will not use the name or logo of the University of Pittsburgh at Titusville in any advertisement that infers the University is a sponsor/cosponsor, or in any way affiliated with the requesting organization, without prior written consent.
6. Pets and animals are strictly prohibited in any facility on the campus of the University of Pittsburgh at Titusville.
7. Firearms, ammunition, fireworks, explosives, and highly flammable materials are not permitted on University property. **Police Officers are exempt from the firearm/ammunition prohibition.**
8. All food service related activities must be catered by the University of Pittsburgh at Titusville dining services (Sodexo) unless other arrangements with Conference Management have been approved.
9. The requesting organization agrees to abide by the above regulations and all other pertinent University policies and procedures, including but not limited to *University of Pittsburgh Policy 04-01-01* ("Extracurricular Use of University Facilities") and *University of Pittsburgh at Titusville Policy on the Use of Campus Facilities*.

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CHARGES AND FEES FOR THIS EVENT					
Charge	Amount	Charge	Amount	Charge	Amount
TOTAL CHARGE =				25% DEPOSIT AMOUNT =	

SPONSOR INFORMATION (IF APPLICABLE)	
Name _____	Campus address _____
Department _____	Campus telephone _____
<input type="checkbox"/> Faculty <input type="checkbox"/> Staff	Campus e-mail _____
Signature _____	Sponsor must attend event. In case of multiple sites, a sponsor must be present at each site.

AUTHORIZATION AND AGREEMENT
<p>In signing this agreement, I warrant that I am a duly authorized representative of the requesting organization. I understand that this event must be carried out in accordance with the policies and procedures of the University of Pittsburgh and the Titusville Campus, and the laws of the Commonwealth of Pennsylvania. I acknowledge that charges for any damage to equipment or property resulting from this event will be added to those listed above.</p> <p>I understand that filing this application does not obligate the University of Pittsburgh in any way. I understand that the information is the property of the University. I certify that the information contained on this application and supplemental materials is complete, truthful and accurate to the best of my knowledge.</p> <p>I agree to pay the charges detailed above, plus any additional charges for damages or other services, upon receipt of an invoice from the University. A deposit of 25% of the negotiated charge accompanies this application.</p>
<p>Signed _____ Date _____</p>
<p>Print Name _____ Title _____</p>
<p>For (Organization) _____</p>
<p>For the University of Pittsburgh _____ <div style="text-align: right; margin-right: 50px;">Saundra D. Tracey Coordinator of Conferences and Facilities Use</div> </p>

THANK YOU VERY MUCH
If you have any questions, please call 827-5667