## REQUEST FOR USE OF UNIVERSITY FACILITIES

**University of Pittsburgh**
**Procedure 04-01-01**

**Confirmation Reference #** ___________________

Note that a separate form must be completed for each type of request and when the name of the University of Pittsburgh Sponsor changes. The University reserves the right to limit the amount of space per event and determine the security needs. Please print or type.

If multiple sites are requested, please list and state date of each event.

<table>
<thead>
<tr>
<th>Date of Request:</th>
<th>____________</th>
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</thead>
<tbody>
<tr>
<td>Date(s) of Event:</td>
<td>____________________________________________</td>
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**University Facility or Facilities Requested and Room #s (if known):**

| ______________________________________________________ |
| ______________________________________________________ |
| ______________________________________________________ |

**Number of Seats in Each Room Requested:** ____________________________________________________ 

**Event Start Time:** ________________ □ AM □ PM  
**Event End Time:** ________________ □ AM □ PM 

**Set Up Time:** ________________ □ AM □ PM  
**Take Down Time:** ________________ □ AM □ PM 

If additional space is needed, please attach a separate list of details.

Completed request must be received by the appropriate reservation center at least 2 weeks prior to event.

**Requestor’s Name (Print):** ___________________  
**Signature:** ___________________

**Address:** ____________________________________________________________________________

**Telephone:** ___________________  
**Fax:** ___________________  
**Email:** ___________________

**University Sponsor’s Name (Print):** ___________________  
**Title:** ___________________

**Campus Address:** ______________________________________________________________________

**Campus Telephone:** ___________________  
**Fax:** ___________________  
**Email:** ___________________

**Affiliation (check one):**  
□ Faculty  
□ Staff  
**Department:** ___________________

**University Account Number:** ___________________  
*(All sponsored Non-University groups must use Subcode 4910.)*

**Signature of University Sponsor:** _______________________________________________________

If academic department, signature of *Department Chair* or *Dean* is required. If administrative department, signature of *Responsibility Center Head* is required.

**Signature of Senior Administrator:** _____________________________________________________

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**For official user only:**  
□ Approved  
□ Approved with exception(s) noted below  
□ Not Approved

**Exception(s):** ___________________

**Amount to be Charged** ____________ 

**Signature:** ___________________  
**Date:** ____________

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FORM 0017 (0208)
<table>
<thead>
<tr>
<th>Nature of Event:</th>
<th>Concert</th>
<th>Reception</th>
<th>Dance</th>
<th>Lecture</th>
<th>Film</th>
<th>Meeting</th>
<th>Other</th>
<th>Specify:</th>
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</table>

Brief explanation of event:

Who is the speaker? __________________________________________________________

How many are estimated to attend? ____________________________________________

Is admission being charged or is anything being sold?  □Yes  □No

Will food or beverage be served?  □Yes  □No  Food is not permitted in classrooms.

Will there be entertainment?  □Yes  □No

Are special services requested?  □Yes  □No  If yes, please see contact phone listing on Page 3.

Media needs?  □Yes  □No  If yes, specify ______________________________

Please check those in attendance:

- University Administration
- University Students
- University Faculty
- University Staff
- University Donors
- News Media
- University Group (Go to Section 1)
- Non-University Group (Go to Section 1)
- Other Specify: ___________________________________________________________________

Section 1 (MUST BE COMPLETED IF SPACE IS BEING REQUESTED FOR A NON-UNIVERSITY GROUP)

Name of group: ____________________________

Is this a non-profit organization?  □Yes (Must be able to provide proof)  □No

What is the purpose for requesting a University of Pittsburgh facility?

Has this organization held an event previously at the University of Pittsburgh?  □Yes  □No

If "yes", please state when. ____________________________

Insurance Requirements for Non-University Groups:
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.

Questions may be directed to the Office of Risk Management & Insurance 412-624-0621.
Fees for Non-University Groups

Requestors will be notified of the University's decision to permit the extracurricular use of the University facilities.

- A fee for the use of the room or area is charged for use by non-university groups. **This form and your payment should be submitted to the University Sponsor.** Payment made payable to the *University of Pittsburgh* must accompany each request for use of a University facility. The fees are as follows:
  - $50.00 - Classroom space up to 100 seats. Fee assessed per classroom per day.
  - $100.00 – Classroom space over 100 seats. Fee assessed per classroom per day.
  - $250.00 – Other special areas assess a fee that provides for access to the facility for up to three hours. (If application is not approved, the fee will be returned.)
  - Exempt from the fee are certified student groups and recognized academic functions.
  - Additional fees for services, security and damages will be charged where applicable.
  - You may obtain a copy of University of Pittsburgh Policy 04-01-01, Extracurricular Use of University Facilities, on-line at [http://www.bc.pitt.edu/policies/policy/04/04-01-01.html](http://www.bc.pitt.edu/policies/policy/04/04-01-01.html).
  - All fees will be billed to the University account number of the Department Sponsor.
  - No refunds for cancellations.

**IMPORTANT: PLEASE READ AND SIGN BELOW**

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 in this application and supplemental materials is complete, truthful, and accurate to the best of my knowledge.

- The approved form is authorization to use the requested space. It is necessary to have the form in your possession at the event. The form is not valid without the authorized signatures.
- Sponsor must attend event. In the case of multiple sites, a sponsor must be present at each site.
- It is understood that the University will require reimbursement for any additional maintenance and security cost, and/or any damages incidental to the additional use. The account of the sponsoring department will be charged accordingly.

Requestor’s Signature ___________________________ Date ____________

Confirmation Reference # _________________

Department Sponsor please forward to the appropriate Reservation Center:

Office of the University Registrar
G-2 Thackeray Hall
Pittsburgh, PA 15260
412-624-7640 or 412-624-7641, Fax: 412-624-7603

Office of Special Events
1200 Bruce Hall
Pittsburgh, PA 15260
412-624-7100, Fax: 412-648-1497

Office of the Senior Vice Chancellor for Business and Operations
124 Cathedral of Learning
Pittsburgh, PA 15260
412-624-3217, Fax: 412-624-5000

William Pitt Union
M2 WPU
Pittsburgh, PA 15260
412-648-7817, Fax: 412-624-4011

**University Catering Must Be Used For All Food and Beverages.** Food and beverages not permitted in classrooms.

Please initiate contracts with any of the following special services if needed for your event:

Department of Parking, Transportation, & Services 412-624-8877
Disability Resources & Services 412-648-7890
Facilities Management (Furniture, Tables & Chairs) 412-624-8809
Media Services for classrooms (Center for Instructional Development & Distance Education) 412-648-7240
Media Services for Scaife Hall classrooms (UPMC Medical Media Services) 412-647-5050
Media Services for William Pitt Union rooms (Technical Services) 412-648-7821
University Catering 412-648-2302
University Police 412-624-4043 or 412-624-2121