Pitt-Titusville Education and Training Hub

504 East Main Street Titusville, PA 16354 Telephone: (814) 827-4509 Fax: (814) 827-4450 E-mail: jlwagner@pitt.edu

ROOM RESERVATION FORM

NOTE: All three pages of this form must be completed and submitted to the Hub office; including all setup and/or service requirements, <u>at least one week in advance</u> of the date of the event. Completing this form does not guarantee your reservation until you receive confirmation from the Hub Office.

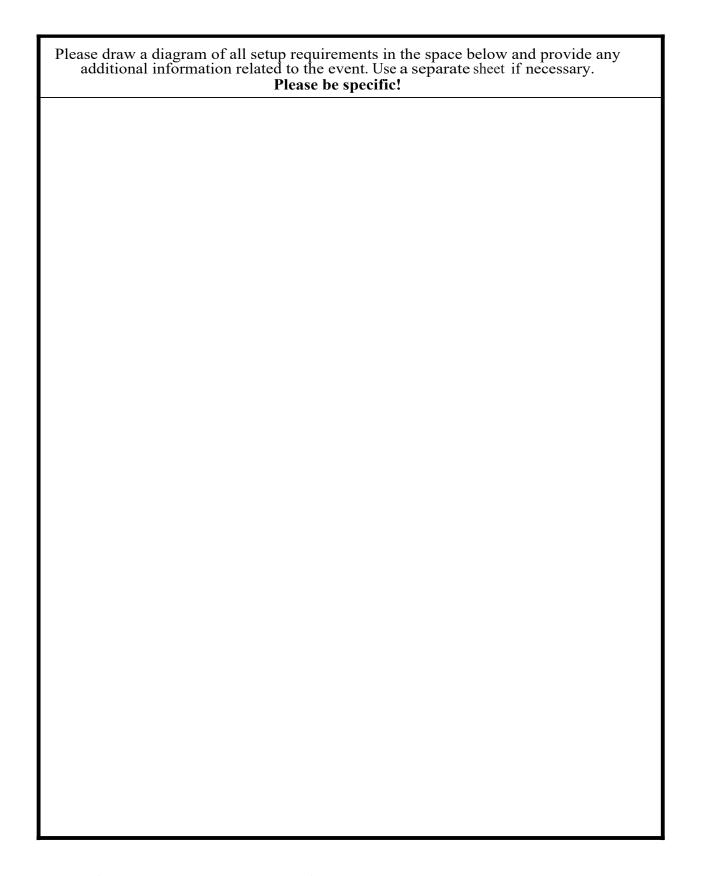
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faculty member must be present to represent the Hub partner at all activities, meetings, events, etc. for

SET UP, SERVICES, EQUIPMENT NEEDS **ROOM SET UP (number if appropriate)** PERSONNEL SERVICES **Tables** Projectionist Chairs __ Lighting Sound Piano Custodial Podium Security Staging __ Other____ Other___ Other **EQUIPMENT** (specify type and number) CATERING (check all that apply) ___ Microphone _____ Buffet Line __ CD Player_____ ___ Sit-Down Meal (served) ___ Reception __ Stage Lighting_____ Breakfast Computer____ Other Lunch Other___ Supper _____ Pastry/Coffee NOTE: SPECIFIC CATERING ARRANGEMENTS Coffee, Soda Service MUST BE MADE WITH FOOD SERVICE Other ____ 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 Titusville Hub, 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 ____



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