



CONFERENCE ROOM RENTAL INFORMATION & AGREEMENT

Conservation Consultants, Inc. – 64 South 14th Street, Pittsburgh PA 15203

Conservation Consultants, Inc’s Conference Room provides meeting space for members, nonprofits and other organizations. The room is available for rental Monday through Friday during the Center’s business hours (8:30 am to 6:00 pm). The conference room is not available for rental during Federal Holidays. Weekends and evenings can be made available for an additional fee to cover employee overtime expenses.

Location, Parking & Metro

The CCI Center is located at 64 South 14th Street Pittsburgh PA 15203. It is conveniently located on the Pittsburgh Port Authority bus line. Off street parking is available around the building and three parking spaces can be reserved in the CCI parking lot during regular business hours.

Meeting Facilities, Hours and Rates

Meeting facilities can accommodate up to 60 participants.

Theatre Style	Classroom	Hollow Square	U-Shape
60	26	30	24

NOTE: These numbers approximate maximum seating. Interested parties should visit the CCI Center prior to making reservations as needs vary.

Room rental rates are available on an hourly or daily basis.

Center Employees	Security Deposit	Nonprofit Rate	Security Deposit	Business Rate	Security Deposit
\$5/hour	N/A	\$20/hour	N/A	\$50/hour	N/A
\$30/day	\$10	\$100/day	\$40	\$400/day	\$200

Audio/Visual Equipment

The CCI Center provides basic audio/visual equipment and general meeting supplies at a nominal charge. All audio/visual equipment must be ordered in advance. No refunds are issued for unused equipment. Center staff will try to accommodate last-minute audio/visual equipment changes or requests, but does not guarantee equipment will be available.

Audio/Visual Equipment	Cost	General Meeting Supplies	Cost
LCD Projector and screen	\$10	Easel	If general meeting supplies are requested, a \$15 fee will be assessed.
Laptop Computer	\$20	Easel pads	
Speaker Phone <i>(local use only)</i>	No charge	White Board	
Extension cords	No charge	Dry Erase Markers	
WiFi Internet access	No charge	Scotch & Masking Tape	
		Refrigerator	

* The renting organization may use its own Audio/Visual Equipment as well as general meeting supplies. Users are responsible for set up, tear down and technical support.

Reserving Meeting Space

To request use of the space please call or e-mail to Marlene Walsh at 412-431-4449 x 202 / marlenew@ccicenter.org. If your request can be accommodated, the space will be tentatively booked pending full payment of the room rental fee and other applicable charges. No reservation shall be considered definite until full payment has been made and the renting organization has received written confirmation of the reservation from Center staff.

Payment

The Center accepts Cash, VISA, MasterCard, American Express, Discover, and checks as payment. All room rentals must be finalized and paid in full one week before the scheduled reservation date.

Confirmation & Cancellation Policies

Once the completed application and security deposit, if any, are received, Center staff will confirm the reservation in writing via fax or email.

Requests to cancel reserved meeting space must be received in writing with adequate notice. Adequate notice constitutes five (5) business days before reservation date. When there is adequate notice, the renting organization will be refunded their reservation payment minus a \$15 administrative fee. If there is a security deposit, the fee will be taken from the deposit with the balance sent to the renting organization within 30 days. When there is NOT adequate notice, the renting organization will be charged the full room fee.

If a cancellation is due to a regional or national disaster, including extreme weather conditions, the renting organization will receive a full refund.

<p>The CCI Center reserves the right to decline patrons and to amend its policies and rates at any time. These rates and policies became effective March 2011.</p>

CONDITIONS FOR RENTAL FORM

The following rules govern use of meeting space in the CCI Center. Renting organizations agree to abide by these rules as a condition of use. Violations may result in revocation of conference room privileges.

- **The CCI Center meeting facilities are equipped with tables and chairs that may be re-arranged provided the renting organization returns the room to its original configuration. *Renting organizations are entirely responsible for their own set up; the Center staff is not available to assist with this function.***
- **The renting organization is responsible for returning the room to the same condition it was in prior to the renting organization's event. This includes returning tables and chairs to pre-event order and proper disposal of trash.**
- **Food and non-alcoholic beverages are permissible. Renting organizations must sign for delivery of their catering orders and are responsible for all set up and clean up. The Center will not place orders with caterers.**
- **The Center's meeting facilities are located on the first floor of the CCI Center. Meeting participants must enter the Conference Room through the main entry of the building. The renting organization is responsible for communicating this to its meeting participants.**
- **Use of phones, desks or other items in the offices of the CCI Center staff and its sub-tenants is prohibited.**
- **The Center requests that each renting organization designate one person to handle all communications and transactions with the CCI Center.**
- **The Center reserves the right to assess a fee if the meeting facility or its equipment sustains damaged or otherwise not returned to its original condition.**

Organization Contact

Date

Application for Meeting Space

Organization _____

Address _____
Street City/State Zip Code

Contact Person _____ Title _____
Please print

Telephone No. _____ Email _____ Fax _____

Is your organization a Nonprofit? (circle) Yes _____ No ___ if yes EIN# _____

Meeting Date _____ Set Up Begins _____ AM/PM

Meeting description _____ Meeting Begins _____ AM/PM

Number of Meeting Participants _____ Meeting Ends _____ AM/PM

Clean Up Ends _____ AM/PM

TOTAL # OF HOURS _____

RENTAL RATES

CCI Center Employee Rate

Conference Room- __ Hours x \$5 per Hour = _____

Conference Room- \$30 per Day = _____

Nonprofit Organization Rate

Conference Room- __ Hours x \$20 per Hour = _____

Conference Room- \$80 per Day = _____

Business Rate

Conference Room- __ Hours x \$50 per Hour = _____

Conference Room- \$400 per Day = _____

Audio and Visual Equipment

LCD Projector and Screen- \$10 per Day = _____

Laptop Computer- \$ 20 per Day= _____

Extension Cords- No Charge = _____

Speaker Phone (Local Calls Only)- \$ 10 per Day= _____

General Meeting Supplies- \$ 15 per Day= _____

Total Cost= _____

Please sign and return **Application for Meeting Space** and the **Conditions for Rental Form** with your payment to confirm your reservation. The CCI Center accepts VISA, MasterCard, American Express, Discover, and checks as payment. All room rentals must be finalized and paid in full one week before the scheduled reservation date..

MAIL OR FAX APPLICATION TO:

CCI Center
 64 South 14th Street
 Pittsburgh PA 15203
 412-431-4558 (fax)
 412-431-4449 x 202 (Marlene Walsh)
 Marlenew@ccicenter.org

Total Payment Enclosed= _____

Check Enclosed – Make payable to “Center for Nonprofit Advancement “

Payment by Credit Card

Credit Card Type __Check __AMEX __MC __VISA

Credit Card # _____

Name on CC _____

Exp Date _____ (month/year)

____ I have received a copy of the agreement governing the rental of space in the Center and agree to those conditions. I am authorized to enter into this agreement on behalf of my organization.

 Signature