



Allegheny County Airport Authority

Conference Room Use Policy

The Allegheny County Airport Authority (“ACAA”) welcomes Authority staff, tenants, and outside organizations to utilize its conference rooms for meetings, luncheons, conferences, receptions and events. The following policy outlines the ACAA’s expectations for all users of its conference rooms. If there are portions of this policy that need clarification, or if the ACAA may be of further assistance to you, please do not hesitate to contact us at 412-472-3576.

Conference Rooms

Conference Rooms A, C, and Maintenance are all located on the 4th floor, Mezzanine Level of the Landside Terminal building.

The Green Conference Room (outdoor pavilion) is located outside of the South Baggage Claim, behind the Gold Key Parking Lot.

The Aircraft Rescue and Fire Fighting Training Facility (“ARFF”) Conference Rooms 1 and 2 are located on Harper Rd.

The Allegheny County Airport (“AGC”) Conference Room is located on the first floor of the Allegheny County Airport Administration Building in West Mifflin, PA.

*See attached floor plan(s)

Conference Room Availability

Conference rooms are available on a first come, first serve basis with first priority given for ACAA use. Subsequent priority is granted to tenants, federal, state, regional and local governmental and quasi-governmental agencies, and certain not for profit organizations conducting regional meetings at the sole discretion of the ACAA. The ACAA reserves the right to approve or disapprove use of a conference room by any organization, group, or individual, collectively referred to as “User”.

Conference rooms may be reserved on an hourly, daily (8:00am – 4:00pm) or ½ day (8:00 – 12:00pm or 12:00pm – 4:00pm) basis.

Availability of ARFF Conference Rooms 1 and 2 are between the hours of 8:00am – 4:00pm ET. Please contact 412-472-5758 for scheduling.

Availability of the AGC Conference Room is between the hours of 8:00am – 4:00pm ET. Please contact the AGC Office Supervisor, at 412-466-3026.

Availability of Conference Room A, C, and Maintenance is Monday through Friday between the hours of 8:00am – 4:00pm ET.

Availability of the Green Conference Room (outdoor pavilion) is Monday through Friday between the hours of 8:00am – 4:00pm ET, seasonally from May through October.

After hours and weekend reservations may be granted with prior approval, dependent upon unique circumstances.

Conference rooms are not available for use on the following holidays:

New Year's Eve, New Year's Day, Martin Luther King Jr. Day, President's Day, Memorial Day, Independence Day, Labor Day, Veterans Day, Thanksgiving Day, the Friday following Thanksgiving Day, Christmas Eve and Christmas Day (if Christmas falls on Saturday, the preceding Thursday and Friday; if it falls on Sunday, the preceding Friday and following Monday). Rooms are not available without payment of associated fees in advance. Use of the conference rooms may be booked no more than 60 days in advance of the proposed date of use.

Rules and Regulations

The Authority reserves the unilateral right to refuse to permit use of the conference rooms for particular activities and to refuse to rent them to any party for any reason whatsoever. The rules and regulations governing the use of airport conference rooms are as follows:

- Applicant must be 18 years of age or older.
- Rental must be for a legally permissible use.
- Political events, candidate news conferences, organized or unorganized rallies, demonstrations, and fundraisers are prohibited.
- Events that would or might involve the use of sexually explicit, profane or other publicly unacceptable materials, demonstrations or language are prohibited.
- Smoking or burning of any kind (incense, cigarettes, candles, etc.) is prohibited.
- Smoking is permitted outside the terminal building and all cigarettes shall be fully extinguished and placed in the ash tray atop the outside trash canisters.
- Alcoholic beverages of any type are strictly prohibited.
- Gambling is not permitted.
- Animals are prohibited in the conference rooms, with the exception of service dogs.
- Parking fees are not included as part of the Agreement. Organizers and attendees are responsible for their own parking costs.
- Food and beverage service is not provided. The organizer or their designee is responsible for all arrangements and associated clean-up related to food and beverage service.
- Event organizer is responsible for the proper use of the room and the cost of repairing damage to the facility, equipment, fixtures or furniture that is caused by parties attending their event. In the event of damage to the room or its furnishings, the replacement costs or repair costs will be invoiced to the organization renting said room.

- Room set-up and clean-up is the responsibility of the User. The conference room must be left in the condition that it was in prior to the event. If set-up/clean-up is not completed within the reserved time, an additional charge of one (1) hour will be added to the invoice.
- Nothing is to be attached to the ceiling or fixtures. Use of nails, screws, tape or staples on walls is prohibited.
- The ACAA reserves the right to revoke a reservation in the event that emergency or operational needs arise that necessitate the ACAA's use of the conference room. In the event that the ACAA must revoke a reservation, the ACAA will attempt to relocate the event to an alternate Airport conference room. If an alternate conference room cannot be identified, the ACAA will refund the User's money, limited to no greater than the total cost of room rental.
- Under certain circumstances, the airport may deem it necessary to require insurance coverage.
- Upon completion of the meeting/event, the door is to be locked.
- Rental fees are to be paid in full prior to the event by check or money order.
- Reservations will not be confirmed until payment is received in full.
- Area(s) adjacent to the conference rooms are to be kept in a clean and orderly manner.
- Users are not permitted to block or in any way hinder ingress to and egress from the conference rooms, hallways, stairs, elevators and common areas.
- All conference rooms are equipped with tables and chairs which are not to be repositioned.
- To prevent damage to property, the posting of signs or directional materials anywhere in the building or on ACAA walls, furniture or equipment is strictly prohibited.
- Any violation of Federal or Pennsylvania law, including possession of drugs, gambling or weapons, is prohibited. All weapons, including concealed weapons (handguns, etc.), are prohibited on Airport property.

Conference Room Usage Fees

All conference room reservations require a completed ACAA Conference Room Rental Application ("Rental Application") and payment of the full rental amount to hold a date and time. The ACAA Conference Room Rental Coordinator must approve any changes to the reservation schedule in advance. It is the responsibility of the User to adhere to the dates set forth in the Rental Application. The ACAA Conference Room Rental Coordinator will accept rental payments only in the form of check or money order made payable to: Allegheny County Airport Authority. A \$25 fee will be charged for returned checks. See the attached ACAA Conference Room Schedule of Rental Rates for fee information. Space rental charges are determined by time, duration of use, the amount of space used, and applicable operational and administrative costs.

Conference Room Amenities (as available)

- Room A - Fifteen (15) tables and thirty (30) chairs
- Room C - One (1) large table and ten (10) chairs
- Maintenance - One (1) large table and fifteen (15) chairs
- Green Conference Room (outdoor pavilion) - Twenty-five (25) picnic tables with benches
- Fire Training Facility Room 1 - Fifteen (15) tables and thirty (30) chairs
- Fire Training Facility Room 2 - Eleven (11) tables and twenty (20) chairs
- Allegheny County Airport - One (1) table and twelve (12) chairs

- Podiums are located in Conference Room A and the ARFF Conference Rooms
- Easels
- Housekeeping (includes: emptying of trash receptacles, restroom service)

Conference Room Fees Do Not Include

- **Catering:** Catering at the Airport is available only from firms authorized to do business on the Airport, which include TGI Fridays Inc and LSG Sky Chefs.
- **Clean-Up:** It is the responsibility of the User to schedule clean-up times within the rental period specified in the Rental Application. If clean-up is not completed within the reserved time, an hourly charge will be imposed for every hour past the designated rental period. If the conference room is not clean, an additional clean-up fee will be charged.
- **Damages:** The User will be charged for any damage to the premises or property belonging to the ACAA. A walk-thru of the conference room with an ACAA staff member will take place at the end of each rental. The cost of repairing any damage will be charged to the User.
- **Additional Tables and Chairs:** Additional tables and chairs are not available, but may be rented through the caterer or from a third party agency. Authority staff will not assist in the set-up or breakdown of rental furnishings. Rental furnishings may not be left on the premises in any location for longer than one (1) hour following the end of the rental unless prior approval is requested and received from the ACAA Conference Room Rental Coordinator.
- **Audio-Visual Equipment:** The ACAA does not provide projectors or computer equipment; however the User may supply and use its own audio-visual equipment. To prevent disturbances and interference with other occupants of the terminal complex, audio equipment must be kept at a minimum audible level. Wired internet service is not provided; however the User may use the Airport's free wireless service as available. The user is responsible for all audio and visual setup.

Inclement Weather & Airport Emergency Plan

Availability of the conference rooms may be affected by severe weather conditions and/or emergency events at the Airport. The ACAA reserves the right to revoke a reservation in the event of significant snow, sleet, ice, wind, Airport emergency or when operational needs arise that necessitate the ACAA's use of the conference room. In the event that the ACAA must revoke a reservation, the ACAA will attempt to relocate the event to an alternate conference room. If an alternate conference room cannot be identified, the ACAA will refund the User's money, limited to no greater than the total cost of room rental.

In the event that an inclement weather or Airport emergency-related event affects a planned rental(s); the ACAA Conference Room Rental Coordinator will attempt to notify the affected User(s) and reschedule the reservation. In the event a reservation cannot be rescheduled, the User's paid rental fees will be fully refunded. In an event of inclement weather or an airport emergency, please contact the ACAA to confirm room availability.

Liability & General Requirements

All Users are responsible for following the ACAA Conference Room Use Policy before any conference room is reserved. An individual authorized to enter into agreements on behalf of the governmental unit or organization must execute the Rental Application. The signature of the authorized person on the Rental Application demonstrates the governmental or organization's understanding and willingness to follow and abide by the procedures, rules and regulations. In all circumstances, the ACAA's monetary liability is limited to the User's conference room rental payment.

- A User may not assign or transfer any rights granted and accepted under this Agreement without written approval from the ACAA Conference Room Rental Coordinator.
- To adhere to appropriate building and fire codes, the ACAA has the right to restrict or deny use of the conference rooms based upon number of attendees and type of activity(s) proposed. The maximum number of occupants for the conference rooms is:
 1. Room A: 30
 2. Room C: 10
 3. Maintenance: 15
 4. ARFF 1: 30
 5. ARFF 2: 20
 6. AGC: 20
 7. Green Conference Room (outdoor pavilion): 100
- The User will be responsible for any activity that would be likely to cause damage to Airport property, or not be in the best interest of the ACAA, its staff or its agents.
- The ACAA assumes no responsibility for the use of patented, trademarked, franchised or copyrighted music, materials or devices used or incorporated into an event. The User agrees to hold the ACAA, its staff and agents harmless from any claims or costs, including attorney fees that might arise from the use of any material described above.
- The User may not block or hinder access to the corridor adjacent to the conference rooms or block or hinder ingress or egress from the building.
- The User agrees not to post any posters, signs, cards or displays on the walls of the conference rooms or on Airport property without the approval of the ACAA Conference Room Rental Coordinator.
- The User agrees not to change the preset lighting levels configured on the conference room lighting controls.
- The ACAA Conference Room Rental Coordinator must approve any advertisements prior to distribution and release to the general public. Use of ACAA's official logo and or designation on any printed materials is strictly prohibited. The organization's or the event's name must appear larger than the conference room location's name on any printed materials.
- The Authority will not be responsible for any loss, theft or damages to personal property. The User agrees to hold the ACAA, its staff and agents harmless from any claims or costs, including attorney fees, which may arise from loss, theft or damage to personal property.
- Should the User violate any of these procedures, rules or regulations, the User and all affiliated organizations will forfeit the privilege of any future use of Airport facilities without refund or offset of any rental amounts paid or payable.

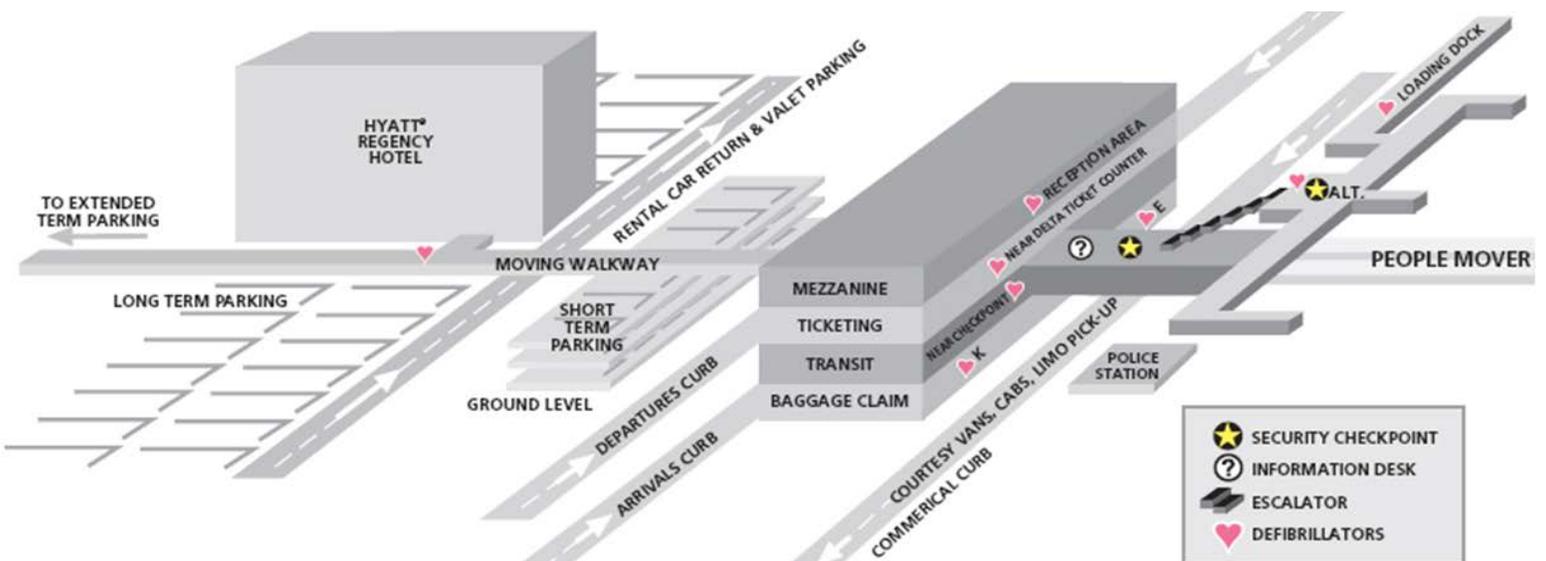
- The ACAA may terminate an event at any time for violations of ACAA procedures, rules, regulations, building and/or fire codes.
- It is the responsibility of the User or its appointed party to wipe down tables and place all litter, trash and debris from the conference rooms, including all items on the floor, in the trash receptacles provided at the end of the rental. All lights must be turned off upon departure.
- The User will leave the facility (including outer grounds and parking lot) neat, clean and orderly.
- All property belonging to the User must be removed from the conference room immediately following the rental period. The ACAA, its staff and agents assume no responsibility for items left by any User. Any items left after the rental period will be discarded.
- Printing, faxing, copying, and office equipment/supplies are not available. Arrangements for these services must be made with other third party vendors.
- The person executing this Rental Application represents that he/she has authority to execute contracts on behalf of the User and is responsible for the supervision of the room.

Access

Conference room reservations may be made between 8:00 AM – 4:00 PM. If room reservations are scheduled outside of posted business hours, please call Airport Operations at (412) 472-5630 from any blue courtesy phone the day of the event for room access. ACAA staff will provide access to the building in accordance with the Rental Application. ACAA staff will have full access to all parts of the building at all times without restriction. Keys will not be given to the User.

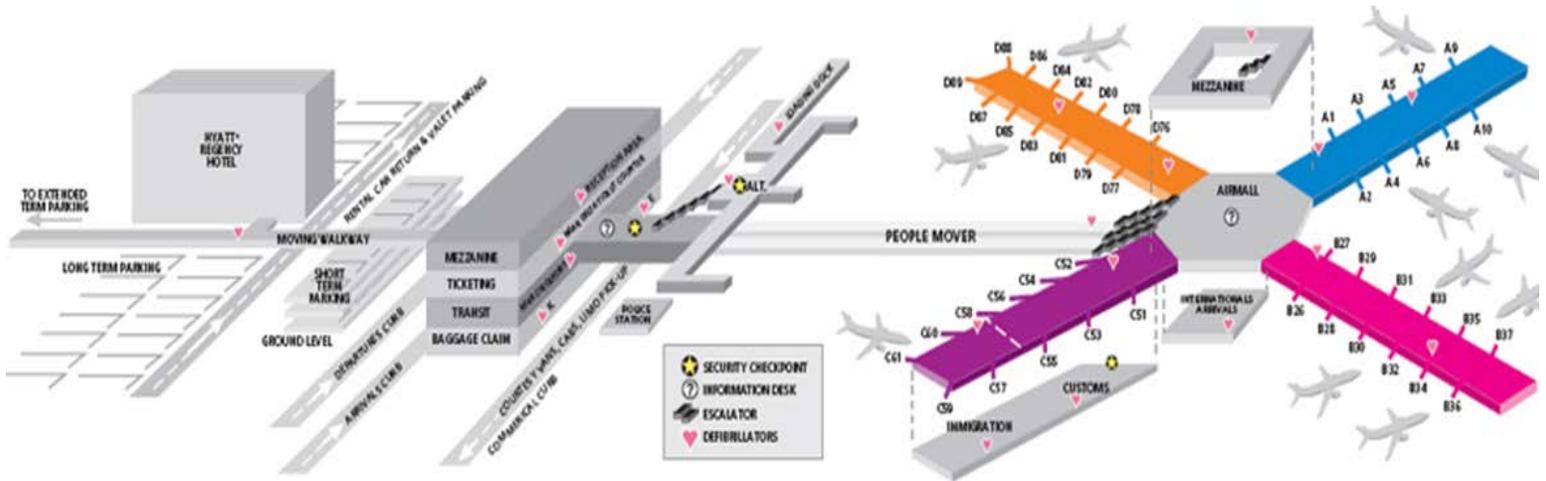
From Landside:

Upon entering the Landside Terminal, proceed to Elevator #36 across from the call boards. Take the Elevator to the 4th floor mezzanine level for Conference Rooms A, C, and Maintenance/Ops. Please see the receptionist (see the below landside terminal map and attached floor plan).



From Airside:

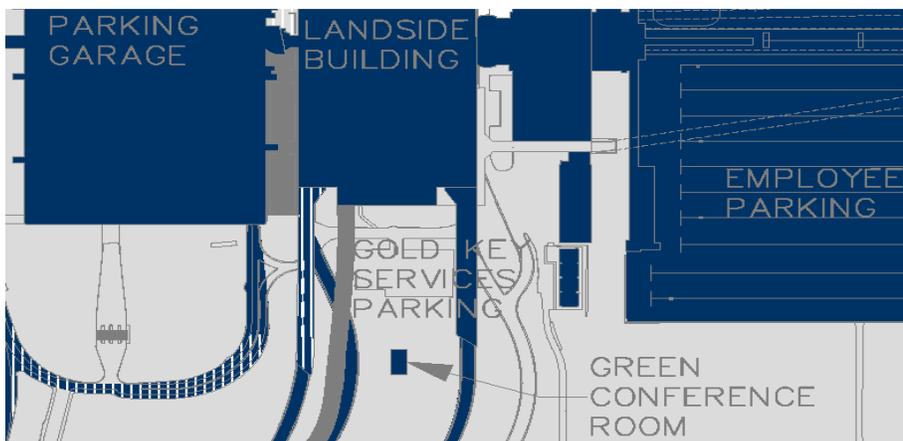
Upon exiting the people mover from the Airside Terminal, proceed to the Landside Terminal past the security checkpoint. Remain on the “transit” level and continue toward the Black And Gold store. Take Elevator #36 to the 4th floor mezzanine level located behind the escalator near the Black and Gold store. Conference Rooms A, C, and Maintenance/Ops is located on the 4th floor mezzanine level (see the below landside/airside terminal map and attached floor plan).



Green Conference Room (outdoor pavilion)

From Baggage Claim:

Exit the building using the door located at Baggage Claim R, cross the roadway, and pass through the South Parking Lot to the Green Conference Room (outdoor pavilion).



Under no circumstances will ACAA staff be responsible for accepting deliveries for the User.

All visitors using the conference rooms in the Landside terminal building must park in either the short term parking garage, long term or extended term parking lots. Illegally parked vehicles will be towed at the owner's expense and all visitors must abide by the Airport's parking rules and regulations.

Decorations

The User must make arrangements with its caterer to supply any table linen needs (tablecloths, napkins, skirting, etc.).

The use of tape, staples, tacks, etc. on walls, doors and fixtures is strictly prohibited. If the ACAA Conference Room Rental Coordinator deems any decorations unsafe or inappropriate, the ACAA Conference Room Rental Coordinator has the right to remove these items. Neither the ACAA nor the ACAA Conference Room Rental Coordinator shall be responsible for damage to any items removed pursuant to this provision. All decorations must be removed from the building immediately following the end of the meeting or event.

The use of glitter, confetti, rice, birdseed, doves, butterflies or other celebratory devices is prohibited inside and outside of the building.

The movement or relocation of Airport property, such as plants or furniture, is prohibited.

Photography & Filming Policy

All photography (still and video, print and digital) must be used only for the sole purpose of documenting or promoting the event for which the facility was rented. Photographs of Airport facilities unrelated to the event shall not be published (electronically or in print) or sold for any other purpose whatsoever.

Safety Concerns

Electrical cords may not cross access paths. All electrical cords must be fastened, covered or taped to prevent trip hazards.

Safety devices may not be moved. Users must become familiar with fire escape routes, the nearest exits and the locations of fire extinguishers.

Exits and exit access paths must not be blocked.

Cancellation Policy

Cancellation of any scheduled conference room rentals must be in writing and received no later than 48-hours prior to the date and time of scheduled rental. Any group who fails to cancel a conference room rental within the required time frame will be invoiced for a full day's rental. Failure to pay this fee will result in denial of any future rental requests.

Contact Information

Any individual requiring additional information or clarification regarding the ACAA Conference Room Use Policy, please contact 412-472-3576.

Completed Rental Applications can be sent to:

Allegheny County Airport Authority
Attn: ACAA Conference Room Rental
Landside Terminal, 4th Floor Mezz.
P.O. Box 12370
Pittsburgh, PA. 15231-0370

Schedule of Rental Rates

Conference Room Rental Rates*				
Room	Max # of Occupants	Hourly	½ Day (4 hours)	Full Day (8 hours)
A	30	\$70	\$200	\$400
C	10	\$50	\$125	\$250
Maintenance	15	\$50	\$125	\$250
ARFF (1)	30	\$75	\$225	\$450
ARFF (2)	20	\$50	\$125	\$250
AGC	20	\$50	\$125	\$250
Green (outdoor pavilion)	100	\$80	\$250	\$500

*Effective 9/17/18

Services and Other Fees

- **Damage Fee:** User will be charged for any damage to, or relocation of Airport Property.
- **Returned Check Fee:** \$25 per returned check
- **Audio-Visual Equipment:** The ACAA does not provide projectors or computer equipment; however the User may supply and use its own audio-visual equipment.

ACAA Conference Room Rental Application

This Agreement made and entered on the _____ day of _____, 20__ by and between the Allegheny County Airport Authority ("ACAA"), and _____, referred to as ("User.")

Name of Event: _____ **Expected Attendance:** _____

Purpose of Event:

Date(s) of Event: _____ Time(s) of Event: _____

Day/Time IN: _____ Day/Time OUT: _____

Set-up Time IN: _____ Breakdown Time OUT: _____

User:

Contact Person: _____ Work: _____

Mailing Address: _____ Mobile: _____

_____ Fax: _____

_____ Email: _____

City, State, and Zip: _____

Federal Id: _____ Group: _____

Requested Conference Room

Room(s): _____ Room A _____ Room C _____ Maintenance _____ ARFF (1)
 _____ ARFF (2) _____ AGC _____ Green (outdoor pavilion)

<u>Room Rental Fee:</u>	<u>No. of Hours/ Day(s) Requested</u>	X	<u>Rate</u>	=	<u>Total</u>
A	_____	X	_____	=	\$ _____
C	_____	X	_____	=	\$ _____
Maintenance	_____	X	_____	=	\$ _____
ARFF 1	_____	X	_____	=	\$ _____
ARFF 2	_____	X	_____	=	\$ _____
AGC	_____	X	_____	=	\$ _____
Green (outdoor pavilion)	_____	X	_____	=	\$ _____
Room Rental Sub-Total				=	\$ _____

Signature on this Rental Application constitutes an Agreement to abide by the terms and conditions outlined herein. Submission of this Rental Application does not automatically grant approval for use of the room. You will be notified when your Rental Application has been approved. This Agreement is considered a request; once the Agreement is signed by the ACAA Conference Room Rental Coordinator the Agreement becomes binding. ACAA reserves the right to refuse use of a room for any activity that is deemed in violation of the ACAA Conference Room Use Policy, federal, state or local laws, codes or ordinance or for demonstrated past failure of the User to comply with the rules and regulations.

By signing this Agreement you agree to indemnify, defend and hold harmless the Allegheny County Airport Authority and their respective directors, and employees from and against any and all suit claims, losses, injuries, penalties, demands, expenses, or judgments arising from or in connection with the requested use of the conference room.

The person executing this Rental Application represents that he/she has authority to execute this Agreement on behalf of the User and is responsible for the payment set-up, clean-up, and overall supervision of the room.

Signature: _____ Date: _____

Title: _____

For Administrative Use Only

Method of Payment: Check or Money Order – Make payable to: Allegheny County Airport Authority

M.O.P.: _____ Date: _____ Received by: _____ Amount \$ _____

Room Inspection Comments:

_____ Decorations/Client property removed _____ Photos of damage attached

_____ Debris removed from tables, chairs and floor

Condition of Room:

Inspected By:

Comments:

