

CATEGORY: FACILITIES
SECTION: CONTROL AND ASSIGNMENT
SUBJECT: USE OF UNIVERSITY SUITE, ROOM 1201 BRUCE HALL
EFFECTIVE DATE: JUNE 4, 1989

I. PURPOSE

To define the steps for requesting use of the University Suite, Room 1201 Bruce Hall for meetings and social functions.

II. SCOPE

This procedure is limited to events hosted by the President or other administrative officers of the University.

Capacity: Seated meals in the dining room must be limited to 14 persons. The suite can accommodate approximately 100-125 for a standup reception.

Charges: A \$20 maintenance fee is charged for the use of the Suite.

III. PROCEDURE

A. Scheduling

Request for reservations must be submitted in writing on FORM 0041 PITT 5002 University Suite Reservation Form (Exhibit A). If however, time is critical, telephone reservations will be accepted. Requests must bear the personal signature of the approving authority, and the account number to which such use will be charged. A guest list must accompany the form. Use will be granted on a first-request basis. All requests should be submitted to the Office of Special Events at least two weeks in advance. For telephone requests, confirming paper work must be filed within 24 hours after the request has been made.

B. Host Responsibilities

It is the responsibility of the Host to:

- Provide staff to operate the elevator and handle checking or hanging of outerwear in coat closets or on coat racks.
- Provide a guest list to the desk attendant in Bruce Hall lobby so that invited guests may be admitted. Should the guest list be a very large one, the host may also wish to provide a staff member to manage the lobby area.
- Arrange food and beverage service (See C. below), audio-visual equipment, and delivery of coat racks and additional tables and chairs, if required.
- Make sure room is secure before leaving the premises.

All lights should be turned off; doors and windows must be closed and locked.

C. Food Service

All food and beverage service in the suites must be arranged through Daka personnel. No alcoholic beverages will be served without food service personnel in attendance. The host will be responsible for planning food and beverage service directly with the Catering Office of Daka Food Service.

Food Service personnel are responsible for securing the area if they are present after the last guest departs. All lights should be turned off; all doors and windows are to be closed and locked.

D. Keys

Keys for the Suite and the elevator, if necessary, may be picked up in the Office of Special Events, 1200 Bruce Hall, by the official host or his/her representative. At the time of departure, keys may be left in the Office up until 5:00 p.m. on weekdays or as soon as possible after 8:30 a.m. the following weekday morning. Instructions for the use of the elevator key will be given at the time keys are picked up.

IV. EXHIBITS

[Exhibit A - FORM 0041 PITT 5002, University Suite Reservation Form.](#)