

**Room Rates
Effective January 1, 2016**

(Prices are per day; there are no 1/2 day or hourly rates.)

	Room Rate
<p>Copeland Maximum Capacity = 60 U Shape = 32 (chairs on outside; additional chairs can be set up on inside of “U” for total of 56) Classroom = 60</p>	\$450
<p>Cook Maximum Capacity = 40 U Shape = 20 (chairs on outside; additional chairs can be set up on inside of “U” for total of 32) Classroom = 40</p>	\$350
<p>Siegle Maximum Capacity = 22 U Shape or Classroom = 22</p>	\$350
<p>Copeland/Cook Maximum Capacity = 120 U Shape = 44 (chairs on outside; additional chairs can be set up on inside of “U” for total of 80) Classroom = 120</p>	\$700
<p>White Atrium (Valaude)</p>	\$300

**Equipment Rates
Effective January 1, 2016**

AV Package: \$100.00

- LCD Projector/Media Show
- Laptop
- Laser Pointer/Presentation Remote
- Screen

(If using your own equipment, there is no charge for use of screen)

Audio Package: \$50.00

- Wireless Microphone
- Podium/Microphone
- Handheld

Flip Chart w/markers (each) \$20.00

Conference Call

- Speaker Phone

**\$10.00 Set-up fee &
\$4.00 per hour per line
if using HCWP's number**

Audience Response System:

**\$75.00 Set-up fee
& \$2.00 per clicker**

Policies for Meeting Room Rental

1. Rentals will be accommodated on a first-come, first served basis.
2. Healthcare Council's meeting rooms are available for rental from 8:30 a.m. to 5:00 p.m. (EST), Monday through Friday. (Unless special arrangements are approved by Healthcare Council.)
3. Rentals of the Healthcare Council meeting rooms are subject to the prevailing fee schedule.
4. No rental is considered to be final until a signed agreement is received by Healthcare Council.
5. After the meeting date, an invoice will be emailed to the renter for the room rental, food services, equipment rental, and any other costs incurred by the renter. Invoices are net 14 days. Credit cards are accepted, with a 6% service charge.
6. If the renter cancels the reservation fewer than 15 days prior to the meeting and food has been ordered, renter will be required to pay for the cost of the food.
7. All renters using the Healthcare Council meeting rooms will be responsible for damage to or property missing from the room(s) and will be expected to restore the room to the condition at the time of rental.
8. Renters that request the use of the audio visual equipment in the room are responsible for any damage to the equipment during their rental.
9. All renters must observe the policies and sign a waiver of liability.
10. Renters are only entitled to utilize the room identified in the rental agreement and the restrooms.
11. Renters will utilize the approved caterer of Healthcare Council.
12. Alcoholic beverages of any kind are not permitted in the conference center.
13. Smoking is not permitted in any part of the building.
14. Renters are not permitted to post any type of advertising in any part of the building.
15. Nothing shall be affixed to any walls in the building that permanently marks or damages the walls.
16. Meeting rooms will be set up by Healthcare Council staff in accordance with the request at the time of the rental. Any damage to the furniture or structure that occurs due to a change in furniture set up by the renter shall be the responsibility of the renter.

Process for Meeting Room Rental

1. The meeting room reservation form and agreement are available at the offices of Healthcare Council of Western Pennsylvania. The forms can be e-mailed at the renter's request by calling Monica Palmer at 724-772-8394 or by e-mail at palmerm@hcwp.org.
2. The completed agreement form is to be returned to:

Monica Palmer
Healthcare Council of Western Pennsylvania
500 Commonwealth Drive
Warrendale, PA 15086
Fax: 724-553-3520 or 724-772-8349
Email: palmerm@hcwp.org

When the completed form is received, a reservation will be placed on the meeting room calendar.