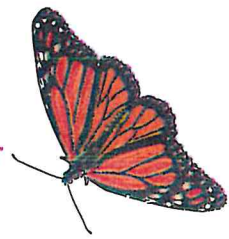


APPLICATION FOR ROOM RESERVATION
Monarch Institute: Meeting and Conferencing Center



100 Brugh Avenue, Butler, PA 16001
 Contact: pathways@familypathways.net
 724-431-0420 or 724 284 9440/ph, 724 284 9441/fax

APPLICANT INFORMATION:

DATE of APPLICATION:

Organization	
Contact Person	
Registration Contact Person	
What is your organizational status?	<input type="checkbox"/> 501C3 w/ Budget under \$500,000 <input type="checkbox"/> 501.C.3 w/ Budget over \$500,000 or Government Business <input type="checkbox"/> For Profit Organization or Individual
Email address	
Phone(s)	
Fax	
Billing Address	

EVENT DESCRIPTION:

Is it a drop-in or pre-register event?	
If this event is open to the public, please provide us with contact information that we can make available to members of the public requesting additional information about your event.	
Are you considering serving food? Please note that there is an additional charge for serving food whether it is provided by your organization, a caterer, or any other source. Refer to "Equipment & Additional Charges" for more information.	
Is this event free? If not, what is the cost?	
Will you be providing Communication Access for the Deaf and Hard of Hearing at this event?	

Please provide an accurate description of your event. Be sure to include any buzzwords that people may use to describe the event as many people refer to events in various ways. This will be helpful in determining appropriate room for event, and also helps the Front Desk point attendees in the right direction:

Official Title of event:	Description of event:

EVENT DETAILS:

Requested Date(s)				
Alternate Date(s)				
Times:	Setup start:	Event start:	Event end:	Cleanup end:
	Day 1.			
	Day 2.			
	Day 3.			
	Day 4.			
	Day 5.			
Number of Attendees	1.		3.	
	2.		4.	
Room(s)	1.		3.	
	2.		4.	
Room Set Up (ie. chairs, tables) diagrams are available	1.		3.	
	2.		4.	
Equipment Requests: (ie. A/V equip., podium, etc.)	1.		3.	
	2.		4.	
Special Requests for Event				

Signature: _____ With your signature, you have agreed to abide by the Monarch Institute policies and code of conduct set forth on our web page <http://www.monarchinstitute.com>

(4/2010) (5/2011)

Policies & Procedures

Monarch Training Institute:

A Community Meeting and Conferencing Center
Promoting Family and Professional Excellence



Monarch Training Institute is open for events during the following hours:

Monday - Thursday: 8:30 am - 8:00 pm

Friday: 8:30 am - 4:00 pm (Friday evenings by event or appointment only)

Saturday and Sunday: By event and appointment only

We are available for events outside of these hours by special arrangement

Please call for more information

ROOM RENTAL PROCEDURE:

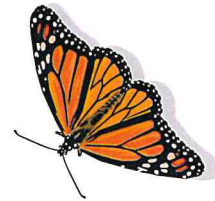
- ✦ Download and print application form, complete application (including additional equipment and/or services requested) and fax (724 284 9441) or mail to the Monarch Training Institute (Events Department, Monarch Place, 100 Brugh Avenue, Butler PA 16001)
- ✦ A representative from the Events Department will send you a confirmation sheet for your event which lists the rooms, dates, times, equipment & services requested, and the deposit required.
- ✦ To confirm your booking, please review confirmation sheet for set-up information, equipment, and other special requests, and then sign the booking sheet and return it to us with your deposit. Signed confirmation sheets and deposit are due a minimum of 30 days prior to your event. If you are booking a room for a date less than 30 days away, signed confirmation sheets and deposits are due at the time of booking.
- ✦ Your booking will not be confirmed until the signed booking sheet and your deposit have been received. If we have not received your signed booking sheet and deposit within 30 days of your scheduled event we reserve the right make that time available to other bookings.
- ✦ A Monarch Training Institute Events Department representative will contact you to schedule a walk through of the space prior to the event. Any additional advance preparation, or changes to set-up requested less than 72 hours prior to event may result in additional fees.
- ✦ An invoice will be provided for you in advance of the event. The invoice will list all charges, show the deposit paid, and any balance due prior to the day of the event. Special payment needs must be discussed with Administration prior to the event. An invoice may be mailed to you within a week after your event if additional charges were incurred during the event.

ROOM RENTAL TIMES:

The minimum time requirements for room rentals are listed below: rooms are available in half day and full day blocks. Please remember that *setup, cleanup and breakdown must be completed within the contracted rental time*. Depending upon the size and complexity of your meeting or event, please allow enough scheduled time for performing these tasks.

- ✦ Half day is **up to 4 hours**
- ✦ Full day is **over 4 hours**

Monarch Training Institute: ROOM RENTAL POLICIES & PROCEDURES



ROOM RENTAL CLOSINGS:

- ✦ Monarch Training Institute may be closed for the holidays. Please inquire

GENERAL ROOM RENTAL INFORMATION:

Bookings

- ✦ A minimum thirty (30) day reservation is encouraged on all rentals. Reservations for rooms will be made on an as-available basis.
- ✦ Bookings are accepted for recurring events up to six months in advance, unless there is a Memorandum of Understanding or other separate agreement with the Monarch Institute Events Department.
- ✦ Payment for recurring events will follow the same payment schedule as that of regular event bookings: a full deposit is due 30 days prior to the day the first event is to take place.
- ✦ Each room is available in one or more standard room set ups at no additional cost. Customized room set ups may be available at additional cost. Please contact the Events Department at events@monarchinstitute.com to request a cost estimate and/or make arrangements for custom room set-ups.
- ✦ Audio visual and other equipment is available for rent with your room. Please see *Equipment and Additional Charges Reference*.
- ✦ If food/drink will be provided at event, additional fees may be added for room clean-up and the added costs of trash removal. Please see *Equipment and Additional Charges Reference*.
- ✦ Table linens and paper products may be provided for an additional charge; speak to events department.
- ✦ The front desk on the 3rd floor is staffed during building operating hours only, which are:
8:00 am to 8:00 pm Monday through Thursday
8:00 am to 4:00 pm on Friday
- ✦ Events scheduled to begin before 8:00 am or to end after 8:00 pm will require additional charges (see *Equipment and Additional Charges Reference*). Events scheduled prior to 8:00 am and open to the general public may also require additional staff.
- ✦ Rooms must be vacated by the time indicated on the booking sheet. Overtime charges will apply for rooms not vacated by the pre-arranged time, including extra charges if event participants remain on site after the building's regularly scheduled closing time.

Reservations

- ✦ After the Monarch Place/Institute/Family Pathways calendar has been set for the year, events are scheduled for outside parties on a "first come, first serve basis".

Responsible party

- ✦ **Every rental event must have one appointed person as a responsible party: “Event Holder”.** This person will act as a contact and will be responsible for signing the contract, enforcing the contract guidelines by providing supervision at the event and will assume liability for personal injuries, damage to personal property, damage to Monarch Place/Institute or equipment and additional maintenance or clean up costs. The Event Holder will restore Monarch Place/Institute and equipment to pre-rental condition. This person must be present at the event and available after the event for a walk-through.

Capacity

- ✦ Event Holders must abide by the capacity codes for the building and elevators.
- ✦ Event Holders will not make available for sale or distribute tickets, passes or registration badges in excess of the capacity of the facility.

Equipment Usage & Rental

- ✦ **Equipment rental:** Please see *Equipment and Additional Charges Reference*
- ✦ **Basic room equipment:** All building assets and equipment are to remain on the property. All indoor assets and equipment will remain in the building. Approval may be obtained for use of indoor assets and equipment on the grounds through the Events Department.
- ✦ Any alternative equipment needs outside of the standard equipment available for each room will require special approval and additional fees may incur.
- ✦ **Technical Equipment:** An experienced operator must operate all audio and visual equipment for events.

Set-up, Cleaning and Maintenance of the facility

- ✦ All Event Holders are expected to leave the building reasonably clean and remove all items associated with their programs immediately following the event.
- ✦ **Cleanup:** Rooms must be left in the same condition as they were found. Additional fees will apply if extra cleanup is needed. All spills must be cleaned up immediately. The use of confetti or glitter is prohibited.
- ✦ Prompt reporting of damages caused by an event to the Events Department is required. Contact the Events Department in case of emergency repairs, or complete a *Maintenance Request Form*.
- ✦ All trash will be placed in lined containers only. Drinks and other fluids will be disposed of in sinks and never in water fountains or trash receptacles.
- ✦ Artificial and live plants are not to be moved from their original locations. Rearranging furniture or objects that are not rental furniture must be preapproved.
- ✦ ALL room set up requests must be finalized one week before the event.

For Events:

- ✦ Event Holders are responsible for returning the room to the pre-rental condition. Any set up outside of the room’s normal set up will be the responsibility of the Event Holders. Special arrangements for set up can be made for an additional fee.

- ✦ Event Holders are responsible for clean up of their own supplies and decorations.

Special Accommodations

- ✦ Reasonable accommodation requests need to be sent to the Events Department in written form immediately upon scheduling an event. The Events Department will require adequate time to adhere to the request before the event. Special arrangements for set up may be made for an additional fee.

Safety and Liability

- ✦ All renters of meeting and event rooms must provide verification general liability insurance. Multiple rentals need to submit proof of insurance once and have the Monarch Training Institute/Family Pathways listed as additionally insured. Exemptions to this policy will be reviewed on a case by case basis.
- ✦ We may assess that additional staff is necessary for your event (depending on the type of event, and number of anticipated attendees). Rates for additional staff are listed on the *Equipment and Additional Charges Reference*.
- ✦ The Monarch Training Institute/Family Pathways will not assume any responsibility for injury or accidents due to the activities conducted by Event Holders, or injury or accidents caused by materials provided by Event Holders. All renters must follow the *Code of Conduct* (see separate document).
- ✦ Monarch Place/Institute keys will not be duplicated or distributed to other parties without permission. An Electronic Key will be provided to the Event Holder on the day of your event.
- ✦ Assisting unauthorized access to Monarch Place/Institute and propping exterior doors open is prohibited.

Deliveries

- ✦ All event deliveries must be received by Event Holder. Deliveries and pick up of equipment, supplies or materials outside of the scheduled event time must be arranged in advance with the Events Department.
- ✦ Extra fees may apply for delivery, pick-up and/or storage of materials outside of scheduled event times.

Storage

- ✦ Due to limited storage space, the Event Holder must contact the Events Department to make prior arrangements for storage space. Storage space is on a “first come, first serve basis” and can only be utilized one day prior to the event. Materials stored without permission may be discarded, placed in the lost and found or given to charity.

Lost & Found

- ✦ Items remaining after an event will be held for an appropriate waiting period. If the items are not picked up within 30 days, the items may be discarded or given to charity. Large items requiring excessive storage space may be disposed of sooner. Please make arrangements for any oversized items that need to be temporarily kept in storage pending pick up.

Advertising

- ✦ If advertising your event, all photos of Monarch Place and the Institute or use of the Monarch Place/Institute logo must be approved by the Administration. Also, the following transportation statement must be included: "Please use the lower parking lots for events held at Monarch Training Institute. Monarch Training Institute is handicap accessible at both entrances."
- ✦ The Monarch Training Institute would like to help you promote your event. Please fill out the ***Event Details Form*** and submit it along with your ***Room Rental Application***.

Outside Media, Music and Materials Approval

- ✦ All music, media, materials and presentations must be provided to the Events Department for review.
- ✦ Controversial materials found to conflict with the ethic, beliefs and general philosophy of Monarch Institute will be prohibited.
- ✦ Any flier, public announcement or other marketing tools for an event held at Monarch Place/Institute must have prior approval by the Events Department.
- ✦ Outside media providers such as the newspaper or radio coming to an event must be announced and approved five days in advance of the event.

Supplies

- ✦ Some meeting rooms come equipped with a white board (write on, wipe off). Monarch Institute will provide approved writing instruments for the white boards (dry erase markers). Users will be billed for damage caused by use of unauthorized pens and markers.
- ✦ Event Holders should bring their own supplies (with the exception of markers for the white boards). Please remember to bring items such as batteries, scissors, paper, sticky tack, markers.
The only tape approved for use is blue painter's tape.
- ✦ Posting strips have been provided in the rooms for use with blue tape and flip chart sheets.
- ✦ Use of building or department bulletin boards must be authorized by the Events Department.
- ✦ Monarch Place/Institute does not provide posters, nametags, registration, website development, or other event services without prior agreement.

Guests

- ✦ The conduct of all persons attending programs or events will be respectful of the facilities at Monarch Place/Institute and its campus. Guests and activities are restricted to the designated rental area.
- ✦ Children in attendance must either be under the supervision and control of a parent or an authorized adult (18 years of age or older) at all times and are not permitted to roam freely within the building or property. Groups of children, ages 12 and under, must be under the supervision of one adult for every 7 children. Children, ages 13 and over, must be under the supervision of one adult for every 15 children.
- ✦ Monarch Place/Institute will make every possible effort to protect personal items; however, will not be responsible for items that are lost, stolen or damaged. Do not leave valuables unattended.
- ✦ Event Holders are responsible and assume liability for any personal injuries or damages to the facility and/or equipment.
- ✦ Event Holders and their guests must be respectful of others in the building and stay in their designated event area. Care must be taken not to disrupt other events, administrative, or other Agency sponsored or approved activities.

- ✦ Event Holders and guests of Monarch Place/Institute should refrain from using materials that cause an odor or chemical release.

Smoking

- ✦ The Monarch Place/Training Institute is a Smoke Free Facility. Smoking is permitted in the designated areas only.

Alcohol

- ✦ Alcohol may be served **with prior approval** from the Monarch Training Institute and only with the proper local permit. See *Policy on Alcohol Use* (separate document).

Food

- ✦ The serving of food and beverage is allowed in rental areas of the facility, with exception to the area near technical equipment. Serving food and/or beverages with the propensity to stain, such as **red or purple liquids**, are **prohibited**.

Decorations

- ✦ Decorations are defined as any material placed on facility surfaces that were not included in the original building design. Posting of signs or posters must be pre-approved and they must be removed immediately after the event. Blue tape or sticky tack is approved for hanging decorations.
- ✦ Prior approval is required before any materials, decorations or paper can be affixed. Placing decorations on walls is discouraged.
- ✦ Only Dry-Erase markers, washable markers, and non-permanent pens are acceptable for use in the facility.

Temperature Control

- ✦ Room heating and air-conditioning are controlled by thermostats and are adjusted by Monarch Place/Institute staff only. If adjustments are needed, contact Event Department staff or the on-duty facilities staff member by calling the contact number listed on the event information packet.

Force Majeure

- ✦ In the event of a fire, natural disaster, local or national emergency or other matters outside the control of Monarch Institute/Family Pathways that causes a substantial delay, rescheduling or cancellation, Monarch Institute/Family Pathways will be released from the rental agreement. Event Holder hereby waives any claims for damages or compensation for such delay or failure to perform the agreement other than the return of any monies due to the Event holders for deposits.

Groups ineligible to rent Monarch Place/Institute:

- ✦ Facilities are not available for use by organizations or individuals whose purpose is inconsistent with the agency philosophy or whose event may disrupt agency operations.

- ✦ Monarch Place/Institute reserves the right to refuse future use of the facility to organizations that do not comply with the policies, procedure, and code of conduct as outlined.

Safety, Security and Fire Prevention

Emergency contact information:

(First contact should always be the Events Department staff on site)

Contact	Number
On-call facilities	
Facilities Coordinator	
Events Coordinator	

- ✦ A Facilities staff member is on the premises during all events and available for assistance by calling the contact number listed on the event information packet.
- ✦ Dial 911 immediately in case of an accident, smoke, fire, serious illness or injury, crime in progress.
- ✦ Report all issues, such as missing or stolen equipment, suspicious persons, unusual activities, or safety hazards, to the Events Department immediately.
- ✦ Complete an “Incident Report” available with the forms section of this document and deliver to the Events Department.
- ✦ All exits must remain clear of all objects at all times.

Security

- ✦ For large events and conferences, Event Holders must provide security and possible traffic control at user’s expense.
- ✦ Event Holders will enter and exit through main entrances only as identified.
- ✦ The Administrative offices and other work areas are considered restricted areas to events.

Fire Prevention

- ✦ Candles, smoke generators, sterno material, pyro-technical devices or other fire hazard materials must be pre-approved for use through the Events Department. Only drip less candles are approved for use and must be in an appropriate holder to prevent contact with people or from tipping over.
- ✦ Bonfires or any open fires are prohibited on the campus. Fire escape exits routes are posted in each room by the door.
- ✦ No flammable substances are to be stored in the facility. Report all potential fire hazards to the Events Department immediately.



ADDITIONAL INFORMATION

DEPOSITS:

- ✦ A deposit is required (unless other arrangements have been made) before room reservations can be confirmed. Monarch Training Institute reserves the right to cancel any booking request that is not confirmed with a full deposit by 30 days of the event date.
- ✦ **Returned Payments:** There will be a service fee of \$100 for returned payments. In the event of a declined payment, all previous agreements and reservations may be considered null and void.

CANCELLATION POLICY:

With 30 days or more notice – no cancellation charge
Less than 30 days - full charge
No Show- full charge

Cancellation fees may be sought.

The agreement between the Event Holder and Monarch Place/Institute/Family Pathways is non-transferable.

METHOD OF PAYMENT:

- ✦ The Monarch Training Institute accepts payment via VISA, MasterCard, American Express, corporate check or cash.

All policies and procedures related to room rentals are subject to change without notice.



Monarch Institute: POLICY ON ALCOHOL USE

All alcohol use shall be approved in advance by the Events Department. The following are the requirements for approval of alcohol use by non profit groups, for profit organizations and individuals:

1. All non profit and for profit organizations are required to obtain a one-day alcohol use permit when a fee is charged for any alcoholic substance offered at the event by the Event Holder. This must be provided to the Events Department 10 days prior to the event.

2. No alcohol may be served in bottles. Bottles are restricted to the serving area.

3. All alcohol must be served along with food and non alcoholic beverages.

4. All non profit and for profit organizations are required to obtain an insurance certificate for their event when serving alcohol, naming Monarch Institute/Family Pathways as the loss payee.

5. All private events where alcohol is peripheral to the event do not require use Permits and must provide verification that their organization's liability insurance extends to cover the identified event. The event holder must adhere to any restrictions or limitations identified in insurance policy.

6. If the event is catered, the Caterer must be licensed to serve alcohol and must provide proof of licensing to the Events Department 10 days prior to the event. In addition, the Caterer must provide an insurance certificate naming Monarch Institute/Family Pathways as the loss payee.

7. The Event Holder/Contact Person identified on the Application for Room Reservation is responsible for monitoring activities related to alcohol consumption and ensuring that the code of conduct is adhered to during the event.

8. The Institute reserves the right to deny use of alcohol at an event, either private or public.

9. The event holder will be held responsible for any damages to the facility related to serving alcohol (including stains from spills).

The Monarch Training Institute/Family Pathways will not assume any responsibility for injury or accidents due to the activities conducted by event holders, or injury or accidents caused by consumables or materials provided by event holders. All individuals in attendance must follow the *Policies and Procedures & Code of Conduct*.

I verify that I have read and understand the policy as outlined above and my responsibilities as the Event Holder.

Event Holder Authorized Signature _____ (4/2010)
updated 4/19



MONARCH PLACE and MONARCH TRAINING INSTITUTE: CODE OF CONDUCT

Welcome to Monarch Place and Monarch Training Institute: a community meeting and conferencing center. People from many different fields and professions share this environment. In order to ensure that it is a safe and comfortable space for all members of the community, we have listed a few guidelines below. We hope you enjoy your visit!

The following activities are not permitted on the campus of Monarch Place/Institute:

1. Physically or verbally threatening or harassing any person in any way.
2. Using sexually explicit language, obscene gestures or racial, religious or ethnic slurs that are likely to upset or disturb the peace of staff, clients, volunteers or visitors.
3. Engaging in sexual behavior.
4. Stealing, defacing, damaging, or destroying property.
5. Possession, use, or sale of illegal drugs, weapons or contraband.
6. Possession or consumption of alcohol is prohibited unless prior arrangements have been made specific to individual events at the Institute.
7. Eating or drinking in the Common Areas.
8. Soliciting, for any purpose, including asking for money, contributions or donations unless such activity has been approved by the Administration.
9. Assembling for the purpose of disturbing the public peace.
10. Committing any unlawful act.
11. Fighting, annoying others through noisy or boisterous activities, or in any other way creating a disturbance which is disruptive or dangerous to others or the business activities of Monarch Place.
12. Running, skating, rollerblading, skateboarding, bicycling, or otherwise obstructing or interfering with the free flow of pedestrian traffic.
13. Bringing bicycles or shopping carts into Monarch Place.
14. Throwing, discarding, or depositing any paper, glass or other matter of any kind except in designated trash receptacles.
15. Failing to be fully clothed or wearing apparel that is likely to provoke a disturbance or embroil other groups or the general public in open conflict.
16. Bringing animals onto the property, with the exception of animals in the company of, and trained to assist, physically challenged persons.
17. Posting or distributing flyers or notices without prior approval from the Administration.
18. Use of camera equipment unless such activity has been approved by the Administration.
19. Smoking other than in designated smoking areas.
20. Use of scents including but not limited to chemical, perfumes, candles, and incense.
21. Sleeping and overnight stays.
22. Using Monarch Place or Institute facilities for other than their intended purpose.
23. Leaving personal property unattended.

**Failure to comply with Code of Conduct will result in expulsion
from the building and campus by a staff member.**

(4/2010)