

# Edinboro University in Meadville

## Reservation Guidelines

The Edinboro University in Meadville – The Joseph T. Buba Center is available to the community for programs, events, meetings, and conferences. These facilities exist primarily to support approved academic, extended learning and/or extracurricular programs and events. However, because we are a public institution, we believe it appropriate to share these facilities for legitimate community and outside group use in an effort to allow for continued exposure of the citizens of the Commonwealth to the University. These guidelines have been established to state the position of the University with respect to the use of facilities by external groups.

Space assignments at the Joseph T. Buba Center are offered on a first-come, first-serve basis. All University recognized events and programs will be given first priority in scheduling.

Requests need to be made by completing a *Facilities Request Form* available at the Joseph T. Buba Center administrative office, or on the Edinboro University in Meadville's website. All requests for room reservations should be made with Edinboro University in Meadville administrative staff. A confirmation notice provided by the University will signify reservation completion.

Free parking is available surrounding the Joseph T. Buba Center. Food Service may be arranged with outside vendors of your choosing. However, Edinboro University's food service vendor, Chartwells, may be utilized. They can be contacted at 814.732.1500 or at [www.edinboro.edu](http://www.edinboro.edu) keyword: food service.

### **Limitations**

Room assignments will be based on the most appropriate space available. Specific room requests will be honored whenever possible. Edinboro University in Meadville administrative staff reserves the right to reassign space when necessary to accommodate University related programs. Edinboro University also reserves the right to reject, cancel, postpone, or adjust any activity or event scheduled at the Joseph

T. Buba Center. Profit-making businesses or industrial organizations must not support goals that conflict with the University's mission or activities. Facilities are not available, nor may they be sub-contracted, for commercial ventures.

Liability coverage for accidents, injuries, or damages is the responsibility of the group using the facility and not Edinboro University or the Commonwealth of Pennsylvania, except in the case of duly authorized University groups.

Those utilizing the Joseph T. Buba Center will be charged room rental fees and service fees for special set-ups, staffing for multimedia equipment operation, cleaning and/or afterhours access. Any activity which poses a risk to the grounds, plantings or physical facilities of the Buba Center, such as erection of tents, platforms, running cables, etc., must be explicitly approved in advance. Notwithstanding such approval, the group using the facility is responsible for the cost of repairs for damage occurring because of said use. A damage deposit may be required.

Our normal hours of operation are Monday through Friday 8 a.m. – 4:30 p.m. Requests for facility access beyond normal operating hours should be made at least two weeks prior to the event and extended hour charges may apply. The Edinboro University in Meadville administrative staff should be notified of cancellations **at least 24 hours** prior to the scheduled event time. Failure to cancel room reservations within 24 hours may result in a charge totaling the entire cost of your reservation.

**EDINBORO UNIVERSITY IN MEADVILLE**  
**ROOM RENTAL RATES**  
**For-Profit Groups**

Room Number and Equipment Description	Seating Capacity	Cost Per Day	Cost For 4 hours
<b>Room #111</b> – Permanent Smart Cart Technology equipped with projector, DVD player, 4 head HiFi Stereo VCR, studio amplifier and remote control. Room is also equipped with a projector, retractable screen, and side and front dry-erase white boards. This room is a computer lab with all seats having a PC computer. Room is arranged in classroom style.	<b>25</b>	<b>\$200</b>	<b>\$120</b>
<b>Room #112</b> – Interactive distance learning room utilizing Polycom Video Conferencing Equipment allows digital communication to virtually anywhere in the world. Room is equipped w/ VCR, PC computer w/ DVD, document camera, push-to-talk microphones, multiple cameras, 60-inch plasma screens, and side room dry-erase white board.	<b>24</b>	<b>\$200</b>	<b>\$120</b>
	Additional costs for utilization of Video Conferencing Technology varies; please call EUP in Meadville staff to discuss.		
<b>Room #205</b> - Permanent Smart Cart Technology equipped with projector, DVD player, 4 head HiFi Stereo VCR, studio amplifier and remote control. Room is also equipped with a projector, retractable screen, and side and front dry-erase white boards. Room is arranged in classroom style.	<b>42</b>	<b>\$150</b>	<b>\$80</b>
<b>Room # 209</b> – SmartExpressions Portable Technology Cart equipped with projector and a DVD/VHS player. PC computer and document camera. Classroom style seating. Four individual computer stations.	<b>32</b>	<b>\$150</b>	<b>\$80</b>
<b>Room #210</b> – SmartExpressions Portable Technology Cart equipped with projector, and a DVD/VHS player. Conference style seating arrangement. Two individual computer stations.	<b>32</b>	<b>\$150</b>	<b>\$80</b>

**EDINBORO UNIVERSITY IN MEADVILLE**  
**ROOM RENTAL RATES**  
**Non-Profit Groups**

Room Number and Equipment Description	Seating Capacity	Cost Per Day	Cost For 4 hours
<b>Room #111</b> – Permanent Smart Cart Technology equipped with projector, DVD player, 4 head HiFi Stereo VCR, studio amplifier and remote control. Room is also equipped with a projector, retractable screen, and side and front dry-erase white boards. This room is a computer lab with all seats having a PC computer. Room is arranged in classroom style.	<b>25</b>	<b>\$160</b>	<b>\$80</b>
<b>Room #112</b> – Interactive distance learning room utilizing Polycom Video Conferencing Equipment allows digital communication to virtually anywhere in the world. Room is equipped w/ VCR, PC computer w/ DVD, document camera, push-to-talk microphones, multiple cameras, 60-inch plasma screens, and side room dry-erase white board.	<b>24</b>	<b>\$160</b>	<b>\$80</b>
	Additional cost for utilization of Video Conferencing Technology varies; please call EUP in Meadville staff to discuss.		
<b>Room #205</b> - Permanent Smart Cart Technology equipped with projector, DVD player, 4 head HiFi Stereo VCR, studio amplifier and remote control. Room is also equipped with a projector, retractable screen, and side and front dry-erase white boards. Room is arranged in classroom style.	<b>42</b>	<b>\$130</b>	<b>\$60</b>
<b>Room # 209</b> – SmartExpressions Portable Technology Cart equipped with projector and a DVD/VHS player. PC computer and document camera. Classroom style seating. Four individual computer stations.	<b>32</b>	<b>\$130</b>	<b>\$60</b>
<b>Room #210</b> – SmartExpressions Portable Technology Cart equipped with projector, and a DVD/VHS player. Conference style seating arrangement. Two individual computer stations.	<b>32</b>	<b>\$130</b>	<b>\$60</b>