

Knowledge Park Center Guidelines for Use of Facilities

The person reserving the room is responsible for insuring that all those in attendance at the meeting or event know and follow the rules as stated below.

- ▶▶ The Knowledge Center's purpose is to serve as a shared-use facility for tenants and other knowledge-based firms in the Erie area for training and business meetings. There is no reservation fee required for Knowledge Park tenants to utilize the rooms. Reservations are made by calling the Greater Erie Industrial Development Corporation office at (814) 899-6022. Reservations will be taken from eligible organizations on a first come, first served basis. Every attempt will be made to honor a company's request for space. If the space requested is not available, you will be given the option to reserve an alternate room as appropriate.
- ▶▶ The facility consists of three (3) conference rooms & one (1) reception area (Great Room), which are available for meetings and events. The 3 conference rooms have internet access.
 - ▶▶ **Board Room:** is designed for all day executive conferences, with seating for a maximum of 15 people. The portable projection and videoconferencing equipment is available for use in this room.
 - ▶▶ **Glen Brook Room:** Seats up to 40 people depending on the configuration. Portable video-conferencing and projection equipment available. Ideally suited for computer training, with data and electric outlets for up to 24-30* computers (*depending on the way the seating is configured).
 - ▶▶ **Jordan Room:** This largest room has the fixed, high-featured video-conferencing and projection system. Can seat from 75 to 85* people if arranged in an "auditorium" setup. Can comfortably seat 60 persons in a classroom (w/tables) setting.
 - ▶▶ **Reception Area:** This area may be used for breakout meeting sessions, receptions, or for the serving of a meal. If the Reception Area is used for one of these purposes, you will be subject to the fee for the area as outlined below.
- ▶▶ **Use of Deck.** You are welcome to bring your own grill. You will be responsible for safe use of the grill, and being certain it has cooled before you leave to prevent any injuries and/or fire. We do not furnish chairs for outside deck use.
- ▶▶ The facility may be reserved for use outside of GEIDC's normal business hours (M-F, 7:30 a.m.-5:00 p.m.), depending on the availability of GEIDC staff to come early or to stay until the event is over. An overtime charge of \$30 per hour will be assessed for that extra time. **No one may be in the building without a GEIDC staff member in the building.**
- ▶▶ For the safety of everyone, do not start a fire in the fireplace. If a fire is already burning, do not open fireplace doors, as sparks may fly out of the fireplace and land on the rug. If you would like a fire started in the fireplace, you must contact a member of the GEIDC staff.
- ▶▶ If an outgoing call is placed using the videoconference equipment, or for a conference call, long distance access charges will be billed separately once GEIDC receives the telephone bill. You are required to notify GEIDC of the phone number you will be dialing prior to placing the call.
- ▶▶ In order to keep the guarantee in effect, **only** Walltalker® brand markers and cleaning supplies are to be used on the 'white board walls.' **We will supply these materials.** All walls must be erased, by the user, at the end of meeting unless you are coming back in the next morning. In that case, please remind our staff not to erase the board/s/.

- ▶▶ Tacks, scotch tape and masking tape are **not** to be used on any of the walls nor on the white walls.
- ▶▶ A catering kitchen allows meals to be served. It is the responsibility of the person requesting the reservation to arrange with a caterer and advise our office of the name of the caterer and whether food is to be served in the room reserved. (Note: if food is to be served in a second room, or the reception area, there will be a fee for use of those areas – which includes cleanup cost.) **The caterer is responsible for removing all items that they brought into the room and cleaning the kitchen.**
- ▶▶ Coffee Breaks only: There are coffee pots (with instructions) and cups, which a tenant (or other users) can use to make their own coffee. You must provide your own coffee if you choose this option. GEIDC staff will not make coffee for your group.
- ▶▶ Alcohol is allowed only in the reception area. Serving of alcohol at an event requires signing of a liability waiver form prior to the date of the event. This form will be provided by GEIDC. GEIDC is not responsible for arranging for or serving alcohol.
- ▶▶ Each conference room is equipped with a telephone. To obtain an outside line, dial "9". These lines do not allow for long distance calls to be made.
- ▶▶ Room reservation will be confirmed with tenants one week in advance of an event. If you have a cancellation, please contact the GEIDC offices immediately at 899-6022.
- ▶▶ When requesting a room reservation, please have ready as much detail as possible, i.e. the type of equipment the presenter will need (ask them beforehand), approximate number of people expected, start/end time of your meeting
- ▶▶ If the videoconferencing and/or projection equipment is to be used, a representative must arrange for training ahead of time. If a laptop computer is being used to project a presentation onto the overhead screen, the person who is running the presentation should be familiar with the use of their laptop and to be certain it is compatible with our equipment. It is not GEIDC's responsibility to train users on the use of their own laptop equipment.
- ▶▶ GEIDC is not responsible for any costs, damages, and expenses, including attorney's fees, resulting from, or in connection with bodily or personal injury or property damage arising from, or on account of, any accident or other occurrence in, upon, at or from the Premises, or occasioned in whole or in part through the use or occupancy of the Premises, or resulting from any action occurring upon the Premises.

The undersigned representative of _____ agrees that he/she has the authority to sign this form, has read the above rules, agrees to abide by them, and agrees to make all other attendees of the meeting/event to be held on _____ aware of these rules as well.
 (Reservation # _____)

Signed:

_____ Date: _____