

University of Pittsburgh

School of Education

Center for Urban Education

Facilities Use Policy

PURPOSE

The purpose of the University of Pittsburgh Center for Urban Education (CUE) is to pursue education transformation toward freedom and justice through a range of creative and intellectual endeavors. We pursue this vision in three general yet intersecting areas of programming: community partnership and engagement, social and academic development, and educator development and practice.

PRINCIPLES

CUE strives to:

- Advance liberatory educational praxis.
- Examine urban education structures in relation to power and power relations.
- Partner with various freedom-minded communities invested in societal transformation and practices of dialogue, reciprocity, and mutuality.
- Refuse systems and praxes of domination.
- Study Black and Indigenous knowledge traditions as horizons for educational equity and justice.
- Cultivate rigorous intellectual praxis in educators.
- Join in local and global struggle for collective educational liberation through actions and programs at various scales.

FACILITIES PURPOSE (Please read thoroughly)

The primary purpose of CUE facilities is to carry out our principles. The facilities house not only our programming and research initiatives, but our faculty and student offices as well. It is to this extent that we aim to be mindful of the breadth of impact our visitors can have on our day-to-day achievement of our mission. To the extent that space is available, the Center welcomes student organizations, groups, classes, community groups, and outside organizations to utilize our facilities for purposes that advance our vision. CUE reserves the right to determine the appropriate use of our facilities. The fact that a group is permitted to meet at CUE does not in any way constitute endorsement of a group's policies, beliefs, or points of view expressed.

To request use of the Center's facility, a completed Facility Reservation Form must be submitted at least two weeks prior to the event being scheduled. Approval will be on a first-come, first-served basis, as long as all requirements have been met; however, activities organized by CUE take priority over all other events. A confirmation of your approved request will be sent to you via email.

CUE facilities are available during regular hours of operation, 8:30 a.m. – 5:00 p.m. (and beyond this window upon request/approval), Monday through Friday. A half-hour will be added to the beginning and end of every reservation to allow for set-up and clean-up. CUE adheres to the University of Pittsburgh calendar and is thus closed on days the University is closed.

A CUE administrator or other CUE representative will be present for all reservations. The reserving party must designate a contact person who will be required to assume responsibility and must be present for the duration of the event. This individual is also responsible for ensuring that CUE facilities used are left clean and orderly after the event. Guidelines posted in any area must be followed. Event sponsors should assure that the noise level inside and outside of the Center is not disruptive or otherwise inappropriate for an academic setting.

FACILITIES

No individual or group may release space to another individual or group. Reservations for space are group or event-specific, and may be changed only by designated CUE staff. Reservations can only be made for the current semester (unless approved by the CUE Director). The capacity for each room, per the state fire codes, will be observed at all times. Please note that due to the ongoing COVID-19 pandemic, wearing a mask in CUE spaces regardless of vaccination status is highly suggested, and the provided air purifiers should be kept running for the duration of the event.

Commons Room

The program space can accommodate 75 people in chairs or 65 people if the whiteboard tables are utilized. This room contains a podium, projector screen, overhead LCD projector, a television, outlets and data jacks for computer access, and a DVD player. There is a portable LCD projector flip chart easel and two high-top whiteboard tables in the closet. If you need high-top chairs for these tables, please use the chairs from the kitchen.

Conference Room

The conference room has a large rectangular table that should not be removed or reconfigured, and seating to accommodate up to 18 people. The room contains a white board wall, and a TV monitor.

Note: The Commons and Conference rooms can combine to provide additional space. Both rooms should be reserved if this is desired.

H. Richard Milner, IV and Shelley Milner Innovation and Creativity Space

The room has a medium-sized, rectangular white board table that should not be removed or reconfigured, and seating to accommodate up to 10 people. The room contains a white board wall and a television.

Alan and Sharon Lesgold Library

The space can accommodate 8 people. The room contains two bar-style tables with bar chairs and library shelves.

CUE does not provide any supplies (e.g., markers, flip charts, plates, cups,) or technical support for any of the A/V equipment. However, during business hours, a CUE representative can contact School of Education Information Technology for support.

ROOM SET-UP

The person, department or organization reserving CUE space is responsible for setting up the furniture in the room and ensuring the room is returned to its original condition at the end of the event. Audio/visual equipment needs must be defined at the time the reservation request is submitted.

Absolutely no tables or chairs may be moved from one area to another, with the exception of the high-top kitchen chairs being used for the conference room as described above. Any special arrangements must be made and approved in advance, at the time the application is made. No tape, nails, staples, etc. may be used on facility walls, ceilings or windows. Candles are not permitted with the exception of battery-operated flameless candles.

Equipment and furnishings at CUE must not be removed from the premises for any reason without written approval. No unauthorized use of CUE equipment or supplies (e.g., computers, copier, fax machine) is permitted. Storage is not available for any purpose neither before nor after the event.

The person, department, or organization reserving CUE space is responsible for damage to any CUE furnishings or equipment used and to the meeting space itself (furniture, walls, etc.). The cost incurred to repair any damage, replace any damaged property or for any special clean-up or maintenance, resulting from the event or the activity will be charged to the reserving party.

When cleaning up at the conclusion of an event, we ask that you discard any leftover food and trash, return all furniture back to its original position, wipe down all shared surfaces including tables, countertops, light switches, doorknobs, etc., and close the main door if it is propped open.

FOOD

All catering arrangements are to be made by the reserving organization, according to University policy. CUE is not responsible for food distributed and provided by other organizations using the space. All food and beverages must be removed at the conclusion of the event by the reserving person or organization. Please do not store leftover food or drinks in the cabinets or refrigerator. The designated contact person must assume responsibility for both set-up and clean up. The kitchen is only to be used to prepare light refreshments, which can involve no cooking, only warming. Groups utilizing the kitchen facilities must provide their own supplies. Please dispose of all food-related items in the kitchen trash and recycling bins only. **Eating is only allowed in the kitchen.**

COMPLIANCE

Violation of CUE policies may result in the loss of reservation privileges for an amount of time to be determined based on the severity of the violation.

ACCESSIBILITY

All of the meeting rooms in CUE are accessible. Requests for reasonable accommodation should be made at the time of the reservation request or as soon as accommodation is known to be needed.

CANCELLATIONS

Event sponsors should notify CUE at least 24 hours in advance if an event is canceled or postponed. Failure to use the reserved room on two consecutive occasions without advance notification may result in the loss of reservation privileges.

CUE is not responsible for any lost, stolen, or damaged property belonging to users of the facilities. CUE disclaims responsibility for injuries occurring in the use of or preparation for the use of the reserved space(s). Any lost and found items will be housed at the CUE front desk.

Reservations may be unavailable if CUE facilities are in need of repair. CUE reserves the right to cancel a reservation if specific spaces within the CUE suite are insecure.

For more information or if you have any additional questions, please contact cue@pitt.edu.