

BCIU Facilities Use Policy

Groups wishing to use the Berks County Intermediate Unit facilities must check room availability by contacting Brenda Mell, Operations Secretary, at 610-987-2248 or via email at bremel@berksiu.org. A Room Reservation, Catering, & Equipment Agreement must be completed, signed by an authorized representative of the sponsoring organization, and submitted to the BCIU to confirm the reservation. Equipment fees will be charged in addition to the room and catering charges.

Requests will be approved on a first-come, first-served, basis and must be made a minimum of two (2) weeks prior to the reservation date and no more than 90 days in advance unless special permission is granted by the Facilities Manager or designee (reservations accepted more than 90 days in advance must pay fee at time of reservation). Any groups requesting non-profit status must provide documentation to support their non-profit status such as a brochure describing their non-revenue generating services. This information must be sent with the contract and remain on file in the Management Services office. All requests are subject to the approval of management.

Meeting rooms are available Monday thru Friday for use between the hours of 8 a.m. and 10 p.m. After 4 p.m. weekdays and on weekends, the group will be charged a custodial fee for security, facilities, and housekeeping. See the room rental rates heading for more details.

General Information

Technical services and audiovisual/computer/projection equipment

- Services and equipment are available for use upon request for a nominal fee. A listing of specific equipment is listed under the room rental rates heading.
- All equipment requests must be indicated on the Room Reservation, Catering, & Equipment Agreement.
- Presentations using handheld or lapel microphones must be signed out at the Receptionist's desk. Any equipment not returned to the Receptionist at the end of the function will be billed to the sponsoring organization.
- **Presenters using their own laptops will be permitted to access our guest network only. Permission to access any other server/network must be preauthorized in writing by the Division Administrator of Information Technology.**
- **A premium equipment use charge of 1.5 times the rate will be incurred if equipment is reserved less than three days prior to the event.**
- For information about video/teleconferencing services, call Educational Technology Services at 610-987-8478.

Food services

- Catering services are provided, upon request by BCIU Cafeteria & Catering Services, our in-house catering staff.
- Catering services can be arranged by calling Michael Heinle, Catering Manager, at 610-987-8451 or via email michei@berksiu.org.
- All catering orders MUST be finalized with the catering manager no later than Wednesday noon of the week prior to the event. You will be charged for the number of servings ordered regardless of the number of people present at the event, no exceptions.
- **Outside food/refreshments and catering is prohibited for meetings and/or rentals.**
- Cafeteria hours are Monday thru Friday, 7 a.m. to 1:45 p.m.
- Lunch schedule for River's Chase building is as follows:
 - 11:15 a.m. Room 115 and Pavilion Room 166
 - 11:30 a.m. Room 151 AB
 - 11:45 a.m. Room 232
 - 12:00 p.m. Computer Labs
 - 12:15 p.m. Room 111 ABC
 - 12:30 p.m. Rooms 174 & 175
- Vending machines are available.

- All food leaving the cafeteria must be placed in containers and covered for transporting throughout the facilities.

Facilities information

- No tape is allowed on the walls.
- All visitors must sign in at the front desk and continuously and prominently wear a visitor's badge or a school district ID.
- Gambling on the premises is not permitted.
- Only assistance animals are permitted on BCIU property.
- Conformity to standards of acceptable conduct is expected.
- Business casual dress is required.

Parking

- At the River's Chase building, parking for visitors is available at the front, sides, and rear of the facilities.
- At the Education Centre, parking for visitors is available in the green designated spaces.

Smoking Regulations

- All BCIU owned or leased properties are drug-free; therefore, possession or use of a controlled substance and/or alcohol is PROHIBITED.
- Tobacco use is not allowed under any circumstances on the property. Tobacco smoking is permitted off BCIU property; ★ (stars) indicate smoking areas on the River's Chase facility map. All waste from smoking must be placed in the smoking containers provided.

Alcohol

- The BCIU does not provide alcoholic beverages at any organization-sponsored social event, nor does it condone the use of alcoholic beverages on its premises.

Pay Phones

- Public phones are located in the main lobby at the front entrance.

Insurance

- Insurance coverage is included in the room rental fee.
- Special events may require additional BCIU liability coverage, **the cost of which is borne by the sponsoring organization.**
- In the event of damage to the building, equipment, or furniture beyond normal wear and tear, the sponsoring organization shall pay for the replacement or correction of such damage.

Payment

- All appropriate fees are due and payable within 15 days upon receipt of an invoice.

Cancellations

- A seven (7) day cancellation notice is required. If notice is not received within this time frame, the sponsoring organization will be assessed a cancellation fee based on the room charge.

Confirmations

- Please call Brenda Mell, Operations Secretary, at 610-987-2248, at least three (3) business days prior to your meeting date, to confirm your room reservation, number of attendees, set up style, equipment requested, and room number.

The Berks County Intermediate Unit reserves the right to cancel any reservation due to uncontrollable facility problems. The BCIU reserves the right to refuse any reservation.