



Parkhurst Dining and RMU Conference Services are pleased to provide support to RMU in the planning & execution of events across campus. We remain committed to providing support to help RMU to further the educational mission.

Below are some frequently asked questions that have been prepared to assist you. If you have any additional questions or would like clarification, please do not hesitate to reach out to Becky Diana or Melissa Schindler. We welcome the opportunity to assist you and clarify any questions that you have. The entire Parkhurst Dining and Conference Services teams are excited for this new venture.

We have broken the FAQ's into several areas including: Yorktown Hall, Campus Scheduling & Support, Campus Tables & Chairs, Billing and COVID-19 Guidelines.

Frequently Asked Questions (FAQ'S)

YORKTOWN HALL

Who do I contact to reserve event space at Yorktown Hall?

This can be done several ways. You may reach out to Becky Diana at diana@rmu.edu or 412-397-4445. Becky will be glad to assist in booking your event needs as well as answering any questions you might have.

You may also submit a request via the Conference Services website at <http://cfs.rmu.edu/>

How are the rooms set up? I have heard there are standard set ups for each room.

Each room will now have a standard COVID set up to meet the current guidelines. Please feel free to reach out to Becky if you'd like to discuss custom set-up options. Below are the standard rooms set up details based on current COVID19 guidelines, allowing each room to be set to maximum capacity.

Westinghouse- currently used as an academic classroom and is set as such.

Birmingham- A/V cart & screen, Banquet for 8 or Theater for 25

Sewickley- A/V cart & screen, classroom style for 9

Liberty- A/V cart & screen, U-shape for 5

Fort Duquesne-conference style for 3

When are the RMU Internal Group priority dates for Yorktown Hall?

August 1st through October 15th

March 15th through May 15th

What if I would like a custom set up?

Conference Services would be very happy to work with you on a custom set up for your event. Please note that there is a flat fee of \$50 per room for specialty room set ups.

What if I would like additional equipment in my meeting room at Yorktown Hall? (I.e., sound in the room)

Specialty services and/or additional equipment needed in the conference rooms may incur additional charges to support your meeting or event. Below is a sample of additional items that are available to our guests.

For a specific quote, please reach out to Becky Diana diana@rmu.edu.

Item	Fee
Laptop	\$75
Slide Advancer	\$15
Sound System w/one microphone	\$40
Wireless Microphone	\$15
RMU Backdrop	\$20
RMU Pop Up Banner	\$5
Easel or Flip Chart	\$10
Linen (per table)	\$5-10

During COVID-19 Operations, can I have catering at my event?

Yes, catering is permissible. The restrictions are ever changing and we recommend that you reach out to Conference Services to discuss your options.

Can I have a bar at my event?

Parkhurst Dining holds the liquor license on behalf of RMU. Please reach out to Melissa Schindler, to discuss available options to serve alcohol at your event. **Groups are not permitted to bring in their own alcohol due to the liquor license restrictions.**

Melissa can be reached at parkhurst26@rmu.edu or at 412-397-6086.

CAMPUS SCHEDULING & SUPPORT

Who do I reach out to schedule a campus venue for a meeting or event?

Becky Diana will be glad to assist in the scheduling of campus classrooms (non-academic use) as well as campus venues for events.

For specific departmental or school conference rooms, please reach out to that specific school or department.

Coming soon there will be a way to request meeting and event locations in EMS.

Stay tuned for more information!

Who do I reach out to for A/V support in Franklin or Campus Classrooms?

Please contact the RMU Help Desk at ext. 2211.

Who do I reach out to for portable A/V set up in a campus venue?

Please contact the RMU Help Desk at ex. 2211. Should the RMU Help desk not have equipment available, Conference Services will be glad to assist in the procurement of rentals from a third party vendor. Becky Diana can be reached at 412-397-4445 or diana@rmu.edu

CAMPUS TABLES & CHAIRS

How do I arrange for tables and chairs for my events?

In an effort to provide as much ease as possible, groups/individuals are able to request tables and chairs for campus use in a variety of ways. Please use the way that is easiest for your department.

First, feel free to reach out to Becky Diana at diana@rmu.edu or at 412-397-4445. Becky will be glad to assist in making arrangements for a table and chair delivery on campus.

Coming soon there will be a way to request tables and chairs in EMS.

Stay tuned for more information!

Is there a cost to having the tables and chairs delivered?

Yes, this rate includes the delivery, basic set up and tear down of the items.

Equipment	Rate
6 ft Banquet Table	\$10
8 ft. Banquet Table	\$12
Chair (folding style)	\$1
Cocktail Table	\$8
Linen (per table)	\$5-10

What if I don't see the equipment I would like to have delivered listed?

We will be glad to work with individual departments on additional needs. Please reach out to Becky Diana at diana@rmu.edu or 412-397-4445 to inquire about additional items for campus events. She can then provide a custom quote for your upcoming event.

What if RMU does not have the inventory of tables and chairs to assist in my event?

Becky Diana will be very glad to assist in the procurement of any additional event items that are needed. There may be a surcharge for any arrangements of rentals.

BILLING

Can I charge the room rental fee to my department budget?

There has been a change in the way Parkhurst will bill RMU, it is now the responsibility of each department to pay Parkhurst Dining directly for any catering and/or conference services bill. Parkhurst will send one invoice to include all conference service and catering charges. All events will need to be approved in CaterTrax by the budget owner prior to event. This will ensure timely and accurate invoices.

Payment terms are NET 30 days.

What is the preferred method of payment?

Purchasing Cards or a credit card is the preferred method.

I am a new user to CaterTrax, how do I use it?

Parkhurst Dining Services will be happy to assist you with setting up your account as well as train any new user or offer a refresher to any existing users.

Please reach out to the Catering office for one-on-one training.

Catering Office 412-397-4990 or catering@rmu.edu

I have a question on an invoice, who do I reach out to?

Parkhurst Dining will be able to answer or clarify any charges listed on your invoice. Please reach out to the Catering Office with any questions.

Catering Office 412-397-4990 or catering@rmu.edu

COVID-19 (as of 7-29-20)

What all has changed in catering services based on COVID-19 mandates?

As regulations and mandates are ever changing with COVID-19, please reach out to a member of our management team for the most accurate and updated information. We welcome the opportunity to walk you through some of the changes and how we can work with you to help you have a wonderful event under the current guidelines.

Highlights of current guidelines:

- Indoor events and gatherings of more than 25 persons are prohibited.
- Outdoor events and gatherings of more than 250 persons are prohibited.
- Alcoholic Beverage services have a lot of guidelines to follow.
- The maximum occupancy limit includes all support staff.

How do I plan for an event in these changing guidelines?

Planning events in the current climate can be challenging. As such, for ease of planning we will work with all clients for events in the future under the limitations & guidelines that are out at the time of booking. As an event gets closer, Parkhurst Dining will work with individuals on the changes that have occurred since the initial planning.

Where can I find more information about Allegheny County guidelines?

While we would be happy to help you understand the current guidelines, please feel free to visit the following website for additional information:

<https://www.alleghenycounty.us/Health-Department/resources/COVID-19/Covid-19.aspx>