



## Room Arrangements

Our event staff will recommend and work with you regarding your room set-up based upon your needs.

## Equipment, A/V and Technology

\*(Additional fees may apply)

- Wireless internet
- Sound systems available
- Ethernet/phone connections
- LCD projectors
- Smart-carts which include - projector, computer, DVD/ VHS player, speakers and ability to connect auxiliary components
- Flip charts, easels, podiums and microphones
- Variety of tables and chairs

## Menu Selection & Guarantee

RMU Dining Service has a qualified staff, dedicated to providing excellent food and service. If you are unsure as to menu specifics for your special event, they are pleased to put their expertise at your disposal. After you have reserved a room through Conference and Facility Services, please contact the **Catering Director at 412-397-4990**. [Catering Guide](#)

RMU Dining Service offers a wide variety of linen colors with beautiful coordinating centerpieces of fresh flowers. \*(Additional fees may apply)

## Taxes

Tax is 7% and will be added where applicable. If an organization is tax exempt, a tax exempt certificate must be provided prior to event. In addition, a gratuity of 17% will be charged on food and beverage service.

## Overnight Accommodations

Several of the major hotels/motels are located nearby, less than five minutes away from the University.

For hotel accommodations please contact our partner hotels!:

### Hampton Inn Pittsburgh-Airport

412.264.0020

[www.pittsburghairport.hamptoninn.com](http://www.pittsburghairport.hamptoninn.com)

### Hilton Garden Inn-Cranberry

724.779.7999

[www.hiltongardeninncranberry.com](http://www.hiltongardeninncranberry.com)

### Sheraton Pittsburgh Airport Hotel

\*Official Hotel of RMU

412.264.0200

[www.sheratonpittsburghairport.com](http://www.sheratonpittsburghairport.com)