

## **BERATUNG ADVISORS EDUCATION CENTER**

### **PURPOSE:**

To live our core values of education, charitable, and honor, and to pursue our vision of having an impact so great, our community would weep if we closed our doors. We encourage non-profits and community partners to use our Education Center as a meeting space, free of charge.

**At Beratung Advisors, we want to be a blessing to community organizations with our space and resources because we have been so blessed.**

### **POLICY:**

- Non-profits and community partners must register their organization online with our Non-Profit and Community Partner Application.
- Beratung Advisors will review the application and reply with approval or denial. Organizations using our space must adhere to our core values: teamwork, education, adaptable, charitable, honor and passion as well as be respectful of our Christian values. We reserve the right to refuse anyone to use our space.
- Once an organization is approved, they can apply to schedule a date and time to use our Education Center. Beratung Advisors will review the request and approve or deny it within 14 days.
- Organizations must schedule at least 14 days before their desired meeting time.
- Organizations may apply to reserve the Education Center up to 12 months in advance.
- Organizations are welcome to use the AV equipment in the Education Center, following the provided instructions, which includes a short instructional video and pending a waiver has been signed.
- Beratung Advisors reserves the right to cancel meeting room reservations and will make all efforts to inform the organization of any cancellations at least 48 hours in advance.
- Organizations can generally use the space once per month. Beratung Advisors reserves the right to impose a limit on the frequency that the Education Center is reserved by an organization.
- Attendance may not exceed room capacity of 35 seated in classroom style, 18 in U-Shape, or 14 in conference room style. Our most common and comfortable style is 24 in the classroom setting.
- Our office and our Education Center are under 24-hour video monitoring for security purposes.
- A security code for the floor and space will be provided in advance of your meeting.
- Rental space is only available during business hours of 8:30am – 5pm, Monday thru Friday.

### **MEETING ROOM EQUIPMENT AND PROVISIONS:**

The Education Center is equipped with the following and may be used by non-profits and community partners:

- PTZ (Pan/Tilt/Zoom) cameras with auto-tracking technology
- Lavalier microphone for speakers
- Speakers and microphones throughout the room for connecting to virtual meetings
- Soundboard that can be used with Bluetooth for room music, muting and unmuting participants and the speaker and providing quality audio to feed into virtual meetings
- Video switcher that allows you to seamlessly switch between camera feeds
- Projector connected to the computer for virtual meetings and Chromecast
- Computer used to connect to all audio/visual equipment
- TV on a mobile stand (upon request)
- Two large markerboards
- Mobile speakers' podium

The Education Center provides coffee, cream, sugar, coffee mugs, water (via water cooler) and water glasses. No food is provided but is permitted to be brought in. The kitchenette has everything you need to help with catered meals including a full-sized refrigerator and freezer with icemaker, microwave, silverware, and dishes. The refrigerator may have supplies for our team events, we ask that you refrain from using them.

Our facilities include bathrooms that may be used by attendees.

The Education Center should be left in the manner that it was found with dishes washed and tables and chairs returned to original set up.

Users will be given a security access code for their event that gives you access to our floor and the Education Center. This code is not to be shared with anyone other than authorized users of the space.

### **DAMAGES AND LIABILITY:**

Any damage to Beratung property is the financial responsibility of the non-profit or community partner.

Non-profits and community partners are freely and knowingly assuming all risk incidental to using our Education Center. Non-profits and community partners agree to indemnify, release, and hold harmless Beratung Advisors from any liability arising out of or related to any activity, accident, or incident on the premises.

### **DOCUMENTS NEEDED:**

- Application for Non-Profit and Community Partner
- Beratung Advisors Education Center Use Agreement

### **CONTACT FOR EDUCATION CENTER:**

Amanda Furer  
afurer@beratungadvisors.com

**FREQUENTLY ASKED QUESTIONS:**

**Q:** Are there bathroom facilities available?

**A:** Yes, there are public restrooms available on the floor.

**Q:** Can I bring food or drinks?

**A:** Yes, there is a full refrigerator, freezer, microwave, sink and counter space in the kitchenette.

**Q:** How many people can use the facility?

**A:** The space has a maximum capacity of 35. It can accommodate 35 seated in classroom style, 18 in U-Shape, and 14 in conference room style. Our most common and comfortable style is 24 in the classroom setting.

**Q:** Where do I park?

**A:** Free parking is available in front of the building with overflow in the adjacent lot. Please do not park in spots reserved for other businesses.

**Q:** Is the space handicap accessible?

**A:** Yes, it is located on the third floor of our building but there is an elevator, and the bathroom and hallways are ADA compliant.

**Q:** Can I conduct a Zoom hybrid meeting in the room?

**A:** Our space was strategically designed to run effective video conferencing meetings. The space includes microphones, speakers, and cameras connected to a computer that will seamlessly run meetings on the Zoom platform. Other video conferencing platforms may be used but the equipment was set up and optimized for Zoom. To use the equipment, you are required to watch a short video on our audio/visual setup.

**Q:** Will a Beratung team member be present?

**A:** Depending on when you use the space, a Beratung team member may not be present. We have made the space separate from our normal office space so you can use the space when we are not present. However, we will be available via phone if you need to contact us if an emergency arises.

**Q:** Who do I contact if an issue arises?

**A:** Call our Event Planner, Amanda Furer. Her contact information will be provided upon sign-up. If she is unavailable, call our office at **412-357-2002**. If no one is available, leave a voicemail and we will get back to you.

**Q:** What if the access code doesn't work?

**A:** Call our Event Planner, Amanda Furer. Her contact information will be provided upon sign-up. If she is unavailable, call our office at **412-357-2002**. If no one is available, leave a voicemail and we will get back to you.

**Q:** What if the building is locked?

**A:** Call our Event Planner, Amanda Furer. Her contact information will be provided upon sign-up. If she is unavailable, call our office at **412-357-2002**. If no one is available, leave a voicemail and we will get back to you.

### **FREQUENTLY ASKED QUESTIONS:**

**Q:** What are normal business hours?

**A:** Our offices are open 8:30AM-5:00PM Monday-Friday. We are closed on weekends and Federal Holidays. If you are looking to use the space outside of our business hours, contact our Event Planner and we will make accommodations if available.

**Q:** Are there plates and silverware?

**A:** Yes, plates and silverware are provided. You are expected to clean and put them away, however, many groups who use the space prefer to bring disposable plates and utensils, so they do not need to wash dishes after use.

**Q:** Who is responsible for cleaning up?

**A:** You are expected to wash all plates and silverware, clean counters, and put furniture back the way you found it.

**Q:** How often may I use the facilities?

**A:** Organizations can generally use the space once per month. Beratung Advisors reserves the right to impose a limit on the frequency that the Education Center is reserved by an organization.

**Q:** How do I use the equipment?

**A:** To use the audio/visual equipment, you will be required to watch a short video. In addition to this video, we also have a troubleshooting video and a printed guide available in the facility. If you still run into issues, please contact the Event Planner, Amanda Furer, with the contact information provided upon sign-up.

**Q:** How many hours can I use the space for?

**A:** The space is available to be used during normal business hours. You may use it for an entire day if needed.

**Q:** What's the cost to use the space?

**A:** To live our core value of charitable, we have made this space available at no cost for non-profits. Our vision is to have an impact so great our community would weep if we closed our doors, and this is one way we can live our core values.

**Q:** How many people can fit in the space?

**A:** Attendance may not exceed room capacity of 35 seated in classroom style, 18 in U-Shape, and 14 in conference room style. Our most common and comfortable style is 24 in the classroom setting.

### **CLASSROOM CONFIGURATIONS**

- Classroom Style - capacity of 35 seated
- U-Shape Style - capacity of 18 seated
- Conference Room Style - capacity of 14 seated