



Thank you for your interest in renting space at the Waldorf School of Pittsburgh. Our centrally located and historic facility is a unique location to host your event. While we are first and foremost a school, we are happy to accommodate private or community events outside of regular school hours. Please consider the following information about our facility's rental spaces, terms of rental, policies, and costs.

Our facility was originally built as a residence, but for almost a century the building was the home of the Ursuline Academy, a catholic girls' school. During its ownership the Ursuline Academy added the auditorium and chapel wings. The Waldorf School of Pittsburgh, which purchased the building in 2003, is a non-religious school.

Rental Spaces

The Waldorf School of Pittsburgh offers our auditorium/multi-purpose room for event rental. It measures 25'x50', though approximately 1/3 of this floor space includes an elevated stage area 20" higher than the main floor. This space features high ceilings and large windows and can accommodate approximately 120 people seated in rows and approximately 80 people seated at 5' round banquet tables. These capacities do not include the elevated stage area, which could increase capacity depending on seating configuration. There are restrooms immediately adjacent to the auditorium, and the auditorium has air conditioning and a piano.

This space is separate from the Waldorf School of Pittsburgh's main building and classrooms. Event attendees are not permitted in the main building.

Accommodations

We have 13 5' round banquet tables, several rectangular serving tables, and 150 banquet chairs available for your event. There is no fee to use our tables and chairs, or you're welcome to bring your own. However, all setup is the responsibility of the renter and the rental spaces must be returned to the condition in which they are found.

There is enough onsite parking to accommodate approximately 40-50 cars. Please be aware that the neighborhood requires a parking permit for on-street parking.

Kitchen facilities are available to the renter or a limited number of the renter's representatives. The kitchen includes two ranges, tables, and limited refrigerator space. The kitchen is to be used for food storage and staging only. No cooking is permitted in the kitchen.

The Waldorf School of Pittsburgh does not have a PA system, projection screen, or projector. However, the acoustics in both the auditorium and chapel are fairly good and a PA may not be necessary.

Policies

- The Waldorf School of Pittsburgh only offers the rental space. We do not provide catering, setup, or cleanup services. *The renter is responsible for setting up for the event, and is responsible for returning all spaces to their original condition.*
- Alcohol is permitted at events but the Waldorf School of Pittsburgh requires that you purchase an extension on your property insurance policy to cover the school building for the day and time of your event.
- Trash must be removed and deposited in the on-site dumpster.
- Caterers, florists, PA rentals, or other services you may hire for your event are not permitted to perform any setup during school hours.
- You are required to sign a written rental contract.

Fees

The Waldorf School of Pittsburgh charges the following rental rates:

- \$95/hour for private events
- \$45/hour for community groups or non-profits

There is a minimum charge of two hours. Charges for the rental cover the time period of the event itself and does not include setup/cleanup time. For example, if the event is from 1-4, the rental charge would be 3 hours, with time allotted both before and after to accommodate setup and cleanup.

A \$200 refundable damage and cleaning deposit is required in order to reserve the space. This deposit will be returned if all chairs and tables are stored properly, the space is clean, and no damage is evident. If necessary the deposit, or a portion thereof, may be applied to cleaning or repairs at the school's discretion. The balance of the rental charge, along with a signed written rental contract, is due one week before the event.

Contact

For more information, or to schedule a visit to see a space, contact the Waldorf School of Pittsburgh's Facilities Manager, Brendan Froeschl, at 412-441-5792 extension 228 or bfroeschl@waldorfpittsburgh.org.