



RULES & REGULATIONS FOR CITY-COUNTY BUILDING PORTICO

The Grant Street portico of the City-County Building is a designated “Free Speech” area and is available free of charge to groups who wish to permit the space to hold First Amendment events. Applications must be sought and approved through the Office of Film & Event Management before any event is held. All events on the City-County Building portico must follow and adhere to the below set of terms & conditions:

1. NO indirect or direct selling or solicitation is permissible on the Portico.
2. Permit must be in the possession of a group representative at all times during the hours for which the Permit is issued.
3. The program/event will be supervised during the hours indicated on the Permit.
4. Set-up and break-down times must occur Monday through Friday, 8 A.M. through 5 P.M.
5. Unloading and loading of program materials and equipment may be done from the established loading zone on Fourth Avenue with prior coordination with building security. Vehicles **MUST** be moved after completion of unloading and loading and guidelines of the loading zone must be followed.
6. Posting of signs, papers, etc. is not permitted on the Portico walls. Please use display boards, tables, or easels.
7. Portico must be kept free of litter. No materials may be left behind.
8. NO alcoholic beverages are permitted on or around the City-County Portico at any time.
9. Smoking on the Portico is prohibited except within designated areas.
10. The City of Pittsburgh will not be responsible for any stolen, lost or damaged equipment and/or property.
11. The City does not provide any equipment for Portico events. If electrical access is needed, it must be noted on the application.
12. Paths of ingress/egress and access to and from the main entry doors on the Portico must be maintained at all times during the event.

VIOLATION OF ANY OF THE ABOVE-MENTIONED REGULATIONS WILL RESULT IN THE IMMEDIATE REVOCATION OF THE PERMIT.

Any and all questions can be directed to the City of Pittsburgh Office of Film & Event Management at ofem@pittsburghpa.gov or 412-255-2641.