

Facility Request Form

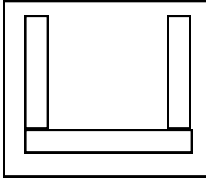
Last Revised: 6/22/2011

Name of Event: _____ **Dates of Event:** ___/___/___ to ___/___/___
Organization Name: _____ **Times Needed:** _____ to _____
Contact Person: _____ **Phone:** _____
Address: _____ **Cell:** _____
E-mail: _____ **Fax:** _____
Number of People to Accommodate: _____ **Beverage/Refreshments:** Yes No

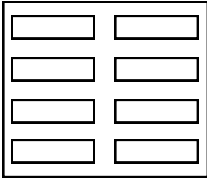
Room Layout Options

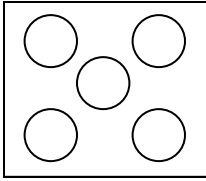
Select Room Setup Option

XXXXXXXXXXXX
XXXXXXXXXXXX
XXXXXXXXXXXX

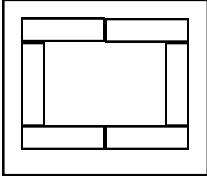


Lecture Presentation





Classroom Banquet



Conference

If you require a specific setup, draw below

Additional Equipment/Services

<h4><u>A/V Equipment</u></h4> <p> <input type="checkbox"/> C/D Player (\$5) <input type="checkbox"/> Computer (\$5) <input type="checkbox"/> Multimedia Projector (\$5) <input type="checkbox"/> Conference Call Originating (\$5) <input type="checkbox"/> Conference Call receiving (\$0) <input type="checkbox"/> Internet Connection (\$0) <input type="checkbox"/> Telephone Line (\$5) <input type="checkbox"/> TV/VCR (\$5) <input type="checkbox"/> Video Conference Connection (\$100/hour) <input type="checkbox"/> Video Conference Bridge (\$200/hour) </p> <h4><u>Catering</u></h4> <p> <input type="checkbox"/> We will arrange our own catering NAME OF CATERER _____ <input type="checkbox"/> UVA-Wise to arrange catering for event (15% service charge) <input type="checkbox"/> Continental Breakfast <input type="checkbox"/> Buffet Breakfast <input type="checkbox"/> Box Lunch <input type="checkbox"/> Buffet Lunch <input type="checkbox"/> Afternoon Snack Expected # _____ </p>	<h4><u>Furnishings</u></h4> <p> <input type="checkbox"/> A/V Table (\$3) <input type="checkbox"/> Display Table (\$10) <input type="checkbox"/> Easel (\$5) <input type="checkbox"/> Flip Chart Stand (\$5) <input type="checkbox"/> Flip Chart Stand w/ Paper (\$15) <input type="checkbox"/> Dry Erase Board (\$10) <input type="checkbox"/> Head Table (\$10) <input type="checkbox"/> Panel Table (\$10) <input type="checkbox"/> Podium (\$10) <input type="checkbox"/> Registration Table (\$10) <input type="checkbox"/> Refreshment Table (\$10) <input type="checkbox"/> Sign-Holder (\$0) </p> <h4><u>Refreshments</u></h4> <p> <input type="checkbox"/> Bottled Water (\$1 Each) <input type="checkbox"/> 10-Cup Coffee-Regular (\$12) <input type="checkbox"/> 10-Cup Coffee-Decaf (\$12) <input type="checkbox"/> Soft Drinks (\$1 Each) <input type="checkbox"/> Other _____ </p>
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This form serves as a contractual agreement between The University of Virginia's College at Wise and the organization seeking the services that will be provided. Your organization will be invoiced and payment is due within 30 days of invoice date. These prices are subject to change based on any special requests or last minute changes.

For Office Use:
Assigned Room #: _____ Room Charge: _____ Total Equipment/Service Charge: _____ Grand Total: _____

IT/Technical Services Request Form

Last Revised: 7/27/2011

Purpose:

The purpose of this form is to provide IT staff with an understanding of the Information Technology and technical needs of clients utilizing the Southwest Virginia Technology Development Center. In order to serve clients better, it is imperative for us to have an understanding of any IT or technical services or requests you may have. Please complete and submit this worksheet as soon as possible for your event. Staff requires a minimum notice of 7 days for any IT or technical services request. Many IT and technical resources are complex and may require extended preparation time. Failure to submit this form in a timely manner may lead to delays or the inability for services or resources to be available.

This form should be submitted if you plan to use any IT resources.

Date of Planned Event: _____ Start Time: _____ End Time: _____
(If this is a recurring or multiday event, please state any additional days, start/end times in the comments.)

***Please indicate the IT or technical resources you need below.
 Please note that fees may apply for particular resources.***

Internet/Network Access:

Wireless Internet access is available throughout the facility. Wired access is available in almost every room via wall ports.

Audio/Visual Needs:

_____ LCD Projector	_____ Laptop Computer	_____ DVD/VCR Player
_____ Wireless Presentation Remote <i>(used to advance PowerPoint slides while presenting)</i>	_____ Podium w/microphone	

Resource Needs:

_____ Computer Lab <i>(maximum of 25 users in addition to instructor/presenter computer)</i>	_____ Specialized Software Installation <i>(please note in comments below)</i>	_____ Distance Education/Video Conferencing Room
_____ Telephone (regular/speakerphone)	_____ Polycom Conferencing Telephone	_____ IT Technician Presence <i>(beyond normal/basic setup---MUST be scheduled in advance)</i>

Comments: *If you have checked any of the above, please describe in as much detail as possible for what purposes you will be utilizing the requested IT and technical resources. Also, please note any special needs you may have.*

Signature: _____ Date: _____

Phone: _____ E-Mail Address: _____

Facility Usage Guidelines

Last Revised: 6/22/2011

1. Event bookings are considered tentative until a signed Facility Usage Agreement is received.
2. The SVTDC reserves the right to alter space assignments as necessary.
3. The facility is open from 8:00 a.m. until 5:00 p.m. Monday- Friday. Access to the facility outside these times must be arranged in advance.
4. Catering options are available. Caterers must check in at the information desk prior to unloading. If additional tables are needed, a request must be submitted in advance.
5. Audio/Visual equipment is available, please indicate what equipment is needed on page 3.
6. Technical assistance is also available and should be requested at least one week in advance. Basic technical assistance is provided to those who use the center's equipment. Additional technical assistance is \$35 per hour. If you require advanced technical support, please indicate on the technical request sheet.
7. If a client wishes to use their own equipment and assistance is needed, a \$35.00 per hour minimum technical service charge will be assessed.
8. Damages to the facility are the responsibility of the organization hosting the event to the extent caused by the acts or omission of the organization's agents or employees.
9. Please do not display materials on the walls. Flip charts are available for use to display posters, charts, etc. at no charge. Directional signage will be provided at no additional charge for meetings held in the center.
10. Exit doors must stay clear of equipment at all times.
11. The SVTDC is a tobacco/alcohol/weapon free facility.
12. Only service animals are allowed in the building.
13. Only power strips with power surge protectors are to be used in the facility.
14. Rooms should be left clean and orderly. Plastic bags are available at the Information Desk for excessive trash.
15. Furnishings must be returned to their original configuration.
16. If cancellation is necessary, please do so one week prior to the event.
17. Meetings and events not cancelled in advance may result in a penalty.
18. If events held in the SVTDC involve admission fees or clients offering a service or product in exchange for money, this information must be disclosed at the point of reservation. Any training program(s) offered as open enrollment or customized for a specific client must be approved by the Executive Director of the SVTDC.
19. Failure to return the Guidelines Agreement does not automatically cancel an event.
20. The SVTDC requires a certificate of insurance. Please call for more details.

I hereby agree to abide by the guidelines outlined in the Southwest Virginia Technology Development Center Facility Usage Agreement. I accept responsibility for charges incurred by my organization/event.

Organization _____ Name of Event _____
 Date of Event _____ Contact On-Site _____
 Telephone (on-site contact) _____

_____ / _____
 Signature _____ Date _____ Printed Name _____

Krissi Lee _____ Date _____
 Center Operations Coordinator, Southwest Virginia Technology Development Center