

Old Dominion University Peninsula Center

Phone: 757.766.5200/5222 email: phecrental@odu.edu

fax: 757.766.5201

Contact Information:

Name: _____ Organization: ODU Other: _____

Department: _____ Email: _____

Phone: _____ Fax: _____ Alternate Phone: _____

Billing: Attention to: _____

Address: _____ Zip Code _____

➤ Employer Identification Number (EIN)# _____

(For Letter of Agreement (LOA) and payment)

Who should be contacted on the day of the event for emergencies and/or closures due to inclement weather?

_____ Contact _____

I have read and agree to the ODU Peninsula Facility Usage Agreement

Event Information

Event Title: _____ Estimated Attendance _____

Facilitator _____ Contact Phone & Email _____

Date(s)	Day MTWRFSS	Set-up Time	Start Time	End Time	Office Use: Room(s) assigned	Office use:

Room Preference: _____

Will you need additional space? Yes No If yes, number of additional rooms required _____

Estimated attendance for *each* breakout room: _____

Each room in our facility is equipped with a computer, ceiling mounted projector, MS Office, internet and Wi-Fi.

Please indicate your technology needs below:

Room Media

- Laptop Connection
- DVD/VCR Player
- Document Camera/Elmo
- Folding Table Outside Room

Deliverable Media

- Microphone
- Flip Chart & Easel
- Video Conference
- Conference Phone

Computer Labs & Wi-Fi

- Computer Lab
- Wi-Fi Access
- _____ # of Copies Made

Old Dominion University Peninsula Center Facility Usage Guidelines & Agreement

- ✚ **Availability:** For inquiries about space availability, please contact the facilities coordinator at 757.766.5200/5222 or at phecrental@odu.edu. Confirmation of availability is not confirmation of the space for your event and is subject to change. ODU Peninsula follows the University academic calendar. For semester breaks and early closings, view the calendar available on our website: www.odu.edu/peninsula
- ✚ **Process:** Please complete this and the Request to Use Facilities form. Space is not confirmed until both forms are signed and returned. Once the forms are processed and approved, you will receive a confirmation email containing a Letter of Agreement (LOA) form which will serve as a contract for payment. Please sign and return the LOA at least four (4) days prior to the scheduled event. A sign directing attendees to your training room will be posted on the day of your event. *Please note that additional fees may be applied to cover technical support etc. - Additional fees will be specified in advance based upon needs indicated on the Request to Use Facilities forms. See Facility Price List.
- ✚ **Discrimination:** ODU encourages diversity and resolves to provide equal opportunity regardless of race, gender, disability, sexual orientation or other criteria. The university, as a public agency supported by public revenues, maintains a posture of institutional neutrality with respect to this event. All groups using University space are expected to adhere to the laws of the state of Virginia, all local and federal laws and general policies, regulations and guidelines of the University
- ✚ **Computer Lab & Wireless Access:** For use of the Computer Lab – a minimum of three (3) business days are required to create temporary computer accounts for non-university users. For temporary computer WI-FI accounts, please provide one person’s name, e-mail address, and phone number. For computer lab access accounts, please provide all attendees names, e-mail addresses and phone numbers. Please submit this with your request to use facilities. ODU does not offer open Wi-Fi.
- ✚ **Emergencies:** In the event of an emergency or drill, please evacuate the building, take all personal belongings and account for all of your attendees.
- ✚ **Cancellation:** You will incur a \$25.00 fee (per event) if you fail to notify ODU Peninsula of the cancellation prior to three (3) business days of your scheduled event. Canceling three (3) or more events within a semester will affect future considerations for space with our facility. If you fail to cancel or fail to show, full fees will be due.
- ✚ **Audio-Visual Equipment:** All of our rooms are equipped with a computer and ceiling mounted projector. Please identify any additional audio-visual needs on the room application form.
- ✚ **Arrival:** Please note that ODU Peninsula does not open until 7:30am (Mon – Fri). Participants should be advised to obey posted signage and remain in the first floor lobby until opening. Failure to do so may activate silent alarm systems which will alert campus police to investigate.
- ✚ **Room Use:** Noise levels must be kept to a minimum and doors closed as a courtesy to ODU students, faculty, and other groups occupying the building. At the completion of your event, please erase the whiteboard, push-in chairs, remove all program materials, make sure all trash has been placed in provided receptacles, and finish on time to allow the next group to start on time. Please remember to put the room back into the original configuration it was in when your group arrived.
- ✚ **NOTICE:** If you plan to provide food at your event, a list of approved caters is available on our website www.odu.edu/peninsula

I understand and our group will adhere to these policies and regulations. I understand that I am the responsible party for the reservation(s) and event(s) that take place. I know that failure to do so may cause me to lose future usage of facilities and possibly incur justified fees. I have read and agree to ODU Peninsula Center’s Facility Usage Agreement.

Authorized person’s Name _____

Authorized Signature: _____ Date: _____

Company/Group Name: _____