

# Room Application

Old Dominion University Tri-Cities Higher Education Center  
Phone: (757) 686-3075 email:TCRooms@odu.edu fax: 686-6219



For best results, please download PDF, complete and save on your computer, then e-mail to us.  
Your data may be lost if you complete this form in a web browser and then save to computer.

## Contact Information:

Name: \_\_\_\_\_ Organization: ODU Other: \_\_\_\_\_

Department: \_\_\_\_\_ Email: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_

Employer Identification Number: \_\_\_\_\_ (For Letter of Agreement (LOA) and payment. Do not submit a UIN.)\*

\*Fees apply to organizations at the discretion of the Director for Tri-Cities Higher Education Center

Billing: Attention to: \_\_\_\_\_ Billing Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Zip Code: \_\_\_\_\_

I have read and agree to the ODU-TCHEC Facility Usage Agreement

## Event Information

Event title: \_\_\_\_\_ Estimated Total Attendance: \_\_\_\_\_

Number of rooms required: \_\_\_\_\_ Estimated attendance for each room: \_\_\_\_\_

Event description: \_\_\_\_\_

Date(s)	Day (MTWRFSS)	Set Up Time	Start Time	End Time	Office use: Room(s) Assigned	Office use: Event ID

Room Preference: \_\_\_\_\_

Will you bring in catering?: Yes  No

## Technology Requests

Each room is equipped with a computer, laptop connection, ceiling mounted projector or wall mounted display, and MS Office Suite. See the Facilities Usage Guidelines for instructions on requesting Wi-Fi access. Please mark additional needs below:

(Changes made after application is submitted may incur additional fees)

### Room Media:

- Ceiling Mounted Projector
- Laptop Connection \_\_\_\_\_
- Blu-ray/DVD/VCR Player
- Document Camera/Elmo

### Deliverable Media:

- Microphone
- Flip Chart & Easel \_\_\_\_\_
- Podium

### Additional Setup

- Extra Trashcans \_\_\_\_\_
- Extra Tables \_\_\_\_\_
- Hallway  Room

### Computer Labs & Wi-Fi Accounts

- Computer Lab Accounts \_\_\_\_\_
- Wi-Fi Account(s) \_\_\_\_\_

Additional Requests/Notes (Some training environments require unique Wi-Fi accounts for each user, special network requirements, etc.)

### Office use only:

Date Received: \_\_\_\_\_ Approved by: \_\_\_\_\_ Confirmed by: \_\_\_\_\_ Confirmed on: \_\_\_\_\_

Reviewed: \_\_\_\_\_ Logbook: \_\_\_\_\_ Control Room: \_\_\_\_\_ Outlook Calendar: \_\_\_\_\_

LOA: \_\_\_\_\_ Notes: \_\_\_\_\_

## Facility Usage Guidelines & Agreement

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**Availability:** For inquiries about space availability please contact the facilities coordinator at (757) 686-3075 or TCRooms@odu.edu. Confirmation regarding availability is not confirmation of the space for your event and is subject to change. ODU Tri-Cities follows the University academic calendar. For semester breaks and early closings view the calendar available on our website: [www.odu.edu/tricities](http://www.odu.edu/tricities).

**Application Process:** Applications for space will be accepted up to 6 months in advance of requested date. A minimum of five (5) business days is required to process applications. Reservations are not confirmed until you receive email confirmation. Fees may apply for space, technical support staff, security services and misc. You will receive a Letter of Agreement (LOA) that serves as a contract for payment. Please return the signed Letter of Agreement (LOA) at least two (2) days prior to the scheduled event. Your room assignment will be posted the day of your event in the lobby. All billing is completed through the Old Dominion University Office of Finance, (757) 683-3030

**Cancellation:** Please notify us within three (3) business days if you plan on canceling your event. Canceling three (3) or more events within a semester will affect future considerations for space with our facility.

**Room use:** You may reconfigure the seating for your event; however, you must reset the room to its original configuration at the conclusion of each daily session. Please keep the noise level to a minimum and your doors closed as a courtesy to our students and faculty. Disruptive behavior will not be tolerated. As a courtesy to the next occupant, please erase the whiteboard; remove all program materials including empty boxes and used flip chart pages; and pull the overhead screen up.

**Wireless Access & Computer Labs:** At time of application, please estimate the type and number of accounts needed. A minimum of five (5) business days are required to create temporary computer accounts for non-university users. ODU does not offer open Wi-Fi. For temporary computer accounts and Wi-Fi accounts, please provide all attendee's names, email addresses, and phone numbers to Erwin Farrow [efarrow@odu.edu](mailto:efarrow@odu.edu) and Davion Hussen [dhussen@odu.edu](mailto:dhussen@odu.edu) after application is approved. Low bandwidth events may require only one Wi-Fi account, while some training environments may require unique Wi-Fi accounts for each user. Tri-Cities reserves the right to charge \$25/hour for account set-up and other technical support.

Use of the Teaching Computer Lab requires additional documentation. After your request has been approved, the Tri-Cities Facilities Coordinator will facilitate contact with Information Technology Services (ITS) Lab Manager (683-5156).

**Audio/Visual Equipment:** All rooms are equipped with a computer, laptop connection and ceiling mounted projector, or wall mounted display. Please identify any additional audio-visual needs on the room application form.

To schedule pre-event equipment training please call 686-3835.

**Artwork Liability:** ODU Tri-Cities is not responsible for missing or damaged artwork and/or frames.

**Catering:** A list of approved caterers is available online at [www.odu.edu/tricities/info](http://www.odu.edu/tricities/info). If you are bringing in catering please check the "yes" box on the application. Please place all trash in the bins & remove all items that you brought with you. Our Housekeeping staff is only responsible for wiping the tables & emptying the trash.

**TERMS OF AGREEMENT:** The terms of this Agreement may only be modified in writing. This Agreement supersedes and cancels any previous verbal understanding between the two parties and expresses their complete and final understandings. The failure of either party to enforce at any time the provisions of this Agreement or any rights in respect thereof, or to exercise any option herein provided shall in no way be construed as a waiver of such provisions, rights, or options or in any way affect the validity of this Agreement. This Agreement shall be governed in all respects according to the laws of the State of Virginia. Neither party to this Agreement shall discriminate against participants or instructors because of race, creed, age, sex, or physical handicap (where the handicapped person is otherwise qualified).

**I have read and agree to the ODU-Tri-Cities Higher Education Center Facility Usage Agreement**

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Print Name

Signature

Date