



VMASC ROOM RESERVATION FORM

Contact Person: _____ Phone: _____

Address: _____ Fax: _____

City: _____ State _____ Zip _____

Email Address: _____

Date(s) Requested: _____ Alternate Date(s): _____

Times: _____ to _____ Alternate Times: _____ to _____

VMASC Project # _____

Description of Event: _____

No. of people: _____

Rooms Needed:

Operations Research & Analysis Lab: Yes No Cost \$ _____

OR&A Wall Screens/Projectors: Yes No #Hrs _____ Cost \$ _____

Mediated Conference Room: Yes No Cost \$ _____

Additional AV Requirements? Yes No Cost \$ _____

If yes, list below:

1. _____ 2. _____

3. _____ 4. _____

Early Opening/Late Closing: Yes No Cost \$ _____

Will use of the kitchen be required? Yes No

If yes: Coffee service? Yes No

Will food be served? Yes No

If yes, who will be the provider/caterer? _____

If the configuration of the conference room is re-arranged, YOU are responsible for returning it to the original configuration. **This is a space reservation request, not a confirmation.** You will be e-mailed a confirmation of space availability.

By submitting this form, I certify I have read the attached usage requirements and procedures for use of the VMASC conference room, this event is consistent with these policies and procedures, I accept responsibility for compliance with same, and my organization is responsible for any damages incurred as a result of this event.

With my signature, I have read and agree to the above statements: _____

Please fax signed and completed form to VMASC at: 757-686-6214



VMASC FACILITY USAGE RATES & PROCEDURES

VMASC Facility Usage Rates

(Effective May 27, 2004. These rates and procedures supercede all previous postings.)

Room	Capacity	0-4hrs.	4-8hrs.
Operations Research & Analysis Laboratory	35	\$150.00 (per meeting)	\$300.00 (per day)
Mediated Conference Room #106	15	\$100.00 (per meeting)	\$200.00 (per day)

Reservations: To request the use of either the Operations Research & Analysis Laboratory or the Mediated Conference Room, please fax a completed Room Reservation Form to (757)638-7000. Reservations are taken on a "first come, first served" basis. NOTE: Reservations will not be taken by telephone, e-mail, or in person. If the meeting is not directly tied to a specific VMASC project, then the applicable fees will be charged.

Payment: Upon confirmation of your reservation, please complete and submit a Room Payment Form. The completed form must be received prior to your meeting. Payment may be made by check, Purchase Order, Visa or MasterCard only. Checks and POs should be made payable to VMASC and submitted to VMASC, 1 Old Dominion University, Norfolk, VA 23529.

Access: The above rates are effective during normal operating hours, 8:00am to 5:00pm, Monday through Friday. Use may be extended to 6:00PM based on need and staff availability. The Center may be opened prior to 8:00am upon request. An early-opening and/or late closing fee (after 5:00pm) of \$25.00 per extra hour will be assessed per day as required. The Center is NOT AVAILABLE on weekends.

Room Use: Room seating may be reconfigured as long as the room is returned to its original configuration at event conclusion. Note: Tables may not be removed from the rooms for any reason.

Audio/Visual Support: Reservation includes use of the installed overhead projectors only. Use of the wall projectors in the Operations Research & Analysis Laboratory will be charged an additional fee of \$100/hr. Any additional technical services support/arrangements will be assessed a rate of \$75.00 per day. Any teleconferencing or videoconferencing rates will be charged the same rate assessed to VMASC for these services. Please identify your complete audio/visual requirements when making your reservation.

Administrative Support: Limited administrative support is available for photocopying needs. Copy costs are 10¢ per copy and must be paid as copies are made. Please see the Administrative Coordinator for assistance.

Catering: Reservations include the use of the kitchen. Coffee, water and soft drinks are provided on a "pay in cash as you go" basis. Rates are as follows: Coffee and water – 50¢ per cup or \$2.00 per day per person. Machine-supplied softdrinks are 55¢ per can. All other costs and arrangements (i.e.: pastries for morning meetings, lunches, or snacks for afternoon breaks) are the responsibility of the reserving party.

Location: The Virginia Modeling, Analysis and Simulation Center (VMASC) is located in the Manning Building, on the Portsmouth campus of Tidewater Community College (TCC) at 7000 College Drive, Suffolk VA 23435. Phone: 757-686-6200, Fax: 757-686-6214. The campus is geographically located at the north end of College Drive, Exit 8A off I-664, near the Monitor-Merrimac Bridge Tunnel.

Parking: Ample parking facilities exist at TCC; so there are no additional charges for parking. Please follow the "VMASC Parking" signs to the specifically designated "EVENT PARKING," and use those designated areas only. NOTE: Parking on the grass fields is strictly prohibited and will result in either a ticket or being towed.