OLD DOMINION UNIVERSITY
VIRGINIA BEACH

Event Space Request Form

COMPLETED FORM MUST BE EMAILED TO VBRooms@odu.edu
NO LATER THAN 5 DAYS IN ADVANCE OF EVENT DATE

For Office Use Only

Room #:_____

Event Information

Name of Event: _____ **Event Date:** _____

Start Time: _____ ☐ AM ☐ PM **End Time:** _____ ☐ AM ☐ PM

Purpose of Event: ☐ Academic ☐ Departmental ☐ Other: _____

Estimated Attendance: _____ Will attendees be charged a fee? ☐ Yes ☐ No

Will the event be catered? ☐ Yes ☐ No *If Yes, Please identify caterer: _____

Caterer must be from approved list, visit odu.edu/vabeach/info/waves for details.

Room Information

Room/Space Preference: ☐ Atrium ☐ Conference Room ☐ Lecture Hall

☐ Classroom _____ ☐ Other: _____

Breakout Rooms*

***If more than one (1) room is required, a separate Event Space Request Form must be completed and submitted for each additional room.**

Technology & Equipment

☐ Podium/Microphone ☐ Other: _____

Folding Tables: ☐ 72" x 30" # of tables: _____ ☐ 60" x 18" # of tables: _____

Contact Information

Name: _____ Email: _____

Title: _____ Department: _____ Phone: _____

Organization: ☐ ODU ☐ NSU ☐ Other: _____

Return the ODU Virginia Beach Facilities Usage Agreement, with your signature and date on page two, for room/space consideration. Only written inquiries to VBROOMS@odu.edu are accepted for processing.

For Office Use Only:

Room assigned: _____ Event ID: _____ Date received: _____

Approved by: _____ Confirmed by: _____ Confirmation date: _____

☐ Outlook Calendars ☐ Semester Calendar ☐ L.O.A.

Notes:

Revised: 12/19/22

ODU Virginia Beach Facility Usage Agreement

Availability: For inquiries about space availability please contact the administration staff at 757-368-4108, or **VBRooms@odu.edu.** Confirmation regarding availability is not confirmation of the space for the event and is subject to change. ODU Virginia Beach adheres to the University academic calendar. For semester breaks and early closings view the operations (check webpage) calendar available on our website: www.odu.edu/vabeach.

Application Process: Applications for space will be accepted May 1 for Summer semester, August 1 for Fall semester, and January 1 for Spring semester. Applications will not be considered prior to these dates. A minimum of **five (5) business days** is required to process the application. When the application is received, space availability is verified by our office based on the information that was provided in the application. The application is processed and approved by our Public Relations Assistant, Linda Caulkins. A confirmation number with the room assignment is sent by email.

Fees: Fees may apply for space, supplies, technical support staff, security services, housekeeping services, and misc. The Letter of Agreement (LOA)—and the Request to Invoice—require follow up for more detailed information. Please return the signed Letter of Agreement (LOA) no later than two (2) days prior to the scheduled event. The Request for Invoice serves as a contract for payment and will be sent after the (last) event date.

Room Use: The tables and chairs in some rooms maybe reconfigured for your event (please check with staff); 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; pull the overhead screen up; and return lectern to the instructor's table at the front of the room.

Computer Lab: Teaching Computer Lab (room 232) reservations require additional approval. A minimum of **five (5) business days** are required to create temporary computer accounts for non-university users. For temporary computer accounts please provide: all attendee's names, email addresses, and phone numbers to **VBRooms@odu.edu.** Account permits can be picked up in room 146 from the Learning Commons staff.

Wireless Access: ODU students, faculty and staff may access the secure Wi-Fi network: DeviceODU, using their MIDAS ID. Guests may access the public Wi-Fi network: AccessODU. An email will be sent to the guest with a temporary login. Contact our on-site technical staff if you encounter any issues with the Wi-Fi login on your own device.

Audio/Visual Equipment: All of our classrooms are equipped standard with a ceiling mounted projector, laptop connection, document camera, computer with MS Office Suite and internet access. Please identify any additional audio-visual needs on the room application form. Please contact the ODUVB control room to arrange additional technological support and schedule an event run through at 757-368-4130, or **vbcontrolroom@odu.edu.**

Catering: A list of approved caterers is available on our website: www.odu.edu/vabeach/info/waves. If your organization plans to bringing in beverages, catering or snacks, please check the "yes" box on the application. Please place all trash in the bins & remove all items. Housekeeping staff will wipe down the tables and remove the trash from the room.

Parking: Parking is permit-controlled. Arrangements must be made with Parking Services: **eventparking@odu.edu** prior to your event. Please direct event guests to park in Lot 3 for your event.

Cancellation: You will incur a $25.00 cancellation fee per event if you fail to notify ODU-Virginia Beach of the cancellation of your event. Please notify us within three (3) business days to cancel the event.
Canceling three (3) or more events within a semester will affect future considerations for space.

Emergencies: In the event of an emergency please evacuate the building and account for all of your attendees. In the event of inclement weather, or emergency ODU may close all locations. If ODU closes for a pandemic incident all events will be canceled and may be rescheduled.

☐ **I have read and agree to the ODU Virginia Beach Facility Usage Agreement.**

Print Name:_____ Signature:_____ Date:_____

Revised: 12/19/22