The University of Virginia's College at Wise
C. Bascom Slemp Student Center Reservation Agreement

Conference/Group Name: _____ **Group Contact:** _____

E-mail Address: _____

Office Address: _____

Street Address / Post Office Box City State Zip

Telephone / Fax (W): ( ) _____-_____ (H): ( ) _____-_____ Fax: ( ) _____-_____

Dates Needed ___/___/___ to ___/___/___

Times Needed _____

Are you directly affiliated with UVa-Wise? □ Yes □ No If so, how? _____

Is the function at hand affiliated with UVa-Wise? □ Yes □ No If so, how? _____

Is your group going to profit from this function (monetarily)? □ Yes □ No If so, explain. _____

Faculty and Staff of UVa-Wise are eligible for special rates when using the facility spaces for personal use only

Estimated Costs		Hourly Rate	Daily Rate (8 hrs)
Honor Court Conference Room	(Rm # 322)	$ 40.00	$100.00
Aerobics Room	(Rm # 324)	$ 40.00	$100.00
Rhododendron Room	(Rm # 500)	$ 50.00	$200.00
Dogwood Room	(Rm # 513)	$ 50.00	$200.00

Total Room Charges: _____

Audio / Visual Services and Equipment Same Prices for Hourly or Full Day

Lectern	$20.00	Portable Sound System	$30.00
Overhead Projector and Screen	$20.00	Flip Chart with Paper	$20.00
Video Projector	$30.00	Technician	$25.00 per hour

Total Equipment Charges: _____

Physical Plant Services

Lecture Style Set-up	$40.00	(less than 50 people)	$60.00	(more than 50 people)
Banquet Style Set-up	$60.00			
Reception Style Set-up	$60.00			
Housekeeping Charges	$25.00	per hour (conference)	$40.00 per hour	(banquet)

Total Physical Plant Charges: _____

GRAND TOTAL: _____

Contact Signature: _____ Date: _____

Director of the C. Bascom Slemp Student Center Signature: _____ Date: _____

* 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. Upon reservation there will be a 10% deposit required, non-refundable after 30 days. These prices are subject to change based on any special requests or last minute changes.

Return to Director of the C. Bascom Slemp Student Center / UVa-Wise / 1 College Avenue / Wise, VA 24293
Questions? Call us at 276.376.1000 or e-mail jba4f@uvawise.edu.