OVERNIGHT/RESIDENTIAL CONFERENCES 2014
INFORMATION | TERMS & CONDITIONS

The University of Virginia's College at Wise
Conferences & Events
1 College Avenue  Wise, Virginia  24293
www.uvawise.edu/studentcenter/conferences_events

Mark Collins | 276-376-4651 phone | 276-376-4623 fax | mjc6s@uvawise.edu
Throughout the year but especially during the summer months, The University of Virginia’s College at Wise strives to improve campus amenities and facilities prior to the start of the College’s academic year. As a result, conference individuals and groups may notice a variety of projects taking place in and around our facilities. As we make every effort to alleviate any inconvenience to our groups, we ask that you please be understanding as we complete these necessary upgrades. Entry into work/construction zones is prohibited.

Specifically in summer 2013, construction continues on a health and wellness center at the Slemp Student Center recreation area, as well as on a new library near Henson Hall and Cantrell Hall.

COLLEGE & GROUP RESPONSIBILITIES

COLLEGE RESPONSIBILITIES The College will provide campus housing and other facilities as stated in the contract. The College assumes no responsibility for accidents and/or lost or stolen property incurred by users or group members. The user further agrees to hold the College harmless from any and all suits or claims resulting from the activities of the user and the participants.

UVA-Wise reserves the right to enter any room for purposes of inspection, policy enforcement, maintenance or emergencies. UVA-Wise may also remove disruptive group members from College residential facilities. No refunds will be provided.

GROUP RESPONSIBILITIES The sponsoring party/group leader(s) assumes full responsibility for the actions of the group members using College facilities and is financially responsible for any and all damages to facilities during the group’s stay, including loss of keys, phones, equipment, etc. Groups are expected to abide by all federal, state and local laws and ordinances which may now or hereafter be enacted during the contract period. Groups are also expected to comply with rules and regulations relating to College housing as set forth in the Student Handbook which is available on-line at www.uvawise.edu.

ADULT SUPERVISION There must be at least one (1) adult supervisor for groups with members under the age of 18. The adult supervisor’s name and room number must be listed at the 3rd floor SSC Check Desk.

INSURANCE/LIABILITY COVERAGE ALL residential conference groups MUST provide a valid Certificate of Insurance (COI) naming the College as an additional insured with their signed contract. The general liability insurance coverage maintained by the group shall include, but not be limited to, the following: Premises-Operations (leased premises) and Contractual Liability with minimum amounts of: bodily injury per person - $1,000,000 and property damage per accident - $1,000,000. The following is the proper name to be listed as additional insured: The Commonwealth of Virginia, and the Rector and Visitors of the University of Virginia, its divisions, its officers, employees, and agents.

Additionally, all general events utilizing outside caterers (that have been exempted from using Chartwell’s Dining Services) or that are pre-authorized and licensed to serve alcohol during their event MUST provide a valid Certificate of Insurance (COI) naming the College as an additional insured with their signed contract. The group leader/contact should ask his/her personal homeowner’s insurance agent to issue a one-day or event COI. Groups using an outside caterer may provide the caterer’s COI with their signed contract also listing the above as an additional insured.

MASTER KEYS Residential conference groups that request a master residential facility key bear a great responsibility. In the event that the master facility key is lost, the conference group will be charged a $50 per key re-keying fee for ALL facility rooms (note that suite and apartments require both entry door and individual bedroom door re-keying). Please carefully consider this before requesting a master key.

DEPOSIT All general events, including summer residential groups (non-band camp), require a 50% non-refundable deposit based upon the total estimated event cost to be submitted with contract at time of reservation.

Any and all changes in numbers must be provided one (1) week PRIOR to the event date, otherwise billing is based upon original numbers provided. Any changes after this date cannot be guaranteed and will incur a $50 late request fee if the change(s) request can be accommodated.

PAYMENT All general events, including summer residential groups, will pay in full at the time of reservation. If necessary, a Conferences & Events invoice for any additional charges (i.e. damages, re-keying, etc) incurred during the event will be sent to the Group Leader. Payment in full for any additional charges is due NET 30 (i.e. due within 30 days) upon receipt of the invoice.

RESPECT TO COLLEGE PERSONNEL All conference groups and their members must be respectful to Conferences & Events staff members, as well as other members of the College community. Conferences & Events staff members are to insure that groups maintain College policies, procedures and safety standards, and thus, when necessary, will make requests in accordance with the enforcement of stated policies in a courteous and respectful manner. Groups should also be reminded that campus offices remain open throughout the summer and should be reminded to be considerate as they travel from facility to facility.

ROOMMATE ISSUES The College reserves blocks of rooms for conference groups who then make their own room assignments, therefore group leaders are responsible for addressing any and all roommate issues among their own members.
P O L I C I E S & P R O C E D U R E S

Please ensure that you and your group members are aware of the following usage policies and procedures. Contact a member of the Conferences & Events staff with any questions.

ALCOHOL The College abides by all state laws and regulations regarding alcohol usage and consumption. Alcohol consumed by those of legal drinking age must be confined to personal rooms and is not permitted in common areas and general use spaces including balconies, lounges, hallways, etc. (unless pre-authorized and licensed for a single day/special event). Those who do not abide by these stipulations will be subject to ticketing and/or arrest.

CAMPUS ELEVATORS Campus elevators must be treated with respect and should not be used for amusements. Excessive or unnecessary use of the elevators may cause them to not operate properly.

CATERING Chartwell’s Dining Services has been contracted by UVa-Wise to provide catering to all groups that utilize facilities on our campus. They can meet the catering needs of your event whether it is small and informal, large and formal events, or somewhere in between. They can work with you to provide a variety of menu and service suggestions. All groups must use Chartwell’s Dining Services for their catering needs unless a representative from Chartwell’s Dining Services releases the group from this binding agreement. In the event that you would like your event to be exempted from using Chartwell’s catering, it is your responsibility to contact Chartwell’s to initiate the exemption process, which includes completion of the Catering Exemption Request (form in APPENDIX).

CHECK IN & CHECK-OUT Group check-in hours are specifically schedule for each group and are completed at the Check Desk located on the 3rd floor of the C. Bascom Slemp Student Center. All groups have a designated check-in time (denoted in the Confirmation Packet) and a designated check-out time for their particular event (note: residential groups will receive/return keys at his time/location, too.).

Failure of groups to check-out during designated times affects facility cleaning schedules and other group check-in times, and thus will result in an improper check-out charge of $100. Conferences & Events reserves the right to remove personal belongings remaining in any rooms after the group’s designated check-out time.

For any special or extraordinary circumstances pertaining to check-in and check-out, please notify the Office of Conferences & Events as soon as possible at 276-376-4651.

COLLEGE PROPERTY/FURNITURE Conference participants must treat College property, furniture, and facilities in an appropriate manner to insure no damage occurs during the group’s stay on campus. Groups will be charged for any resulting damages and/or for any furniture that has been changed, moved and/or removed from campus facilities, including residence hall rooms or common areas.

FIRE SAFETY Each time a fire alarm sounds, it is mandatory for ALL guests to evacuate the building. Tampering with smoke detectors is prohibited. Candles, incense, extension cords, space heaters, hot plates, multi-plug outlets without surge protectors, automatic drip coffee makers, and toasters/toaster ovens are not permitted in campus housing facilities. Housing & Residence Life reserves the right to confiscate these items.

FIREWORKS As outlined in University of Virginia regulation 8VAC85-20-20, except as approved by authorized university personnel or otherwise authorized by applicable university policies and procedures, the possession, storage, or use of any firework or other explosive or an lethal combustible chemical or combination of chemicals on university [and UVa-Wise] property or while attending sporting, entertainment, or educational activities is prohibited.

HAZING Hazing is prohibited under the State statute on hazing (Virginia Hazing, Civil and Criminal Liability, Code of Virginia, 18.2-56) as well as by University of Virginia’s Standards of Conduct. The University does not condone hazing in any form. The term "hazing" means any action taken or situation created by a member(s) of a student organization toward one or more organization members or toward prospective members (as a part of the new member selection process), that occurs on University-owned or leased property or at University-sponsored or supervised functions or at the local residence of any University student, faculty member, or employee, and that is designed to or produces mental or physical harassment, discomfort, or ridicule. Such activities and situations include, but are not limited to, creation of excessive physical or psychological shock, fatigue, stress, injury, or harm. Student organizations and/or individual members found to have engaged in hazing as defined in this statement shall be in violation of University policy and the University’s Standards of Conduct and may also be in violation of the State statute.

HOUSEKEEPING IN RESIDENTIAL FACILITIES The College’s Housekeeping staff cleans and prepares individual rooms prior to the arrival of each conference group. Residence hall public restrooms and lobbies are maintained by the Housekeeping staff each weekday. All other necessary cleaning and trash removal (trash bags provided) during your stay must be done by the conference group members. Please remember, these are collegiate residence halls and not hotel-type rooms with maid service available.

ICE MACHINES Free ice is available to conference groups from machines located on the 5th floor of the Slemp Student Center and in the Cantrell Banquet Hall for general events.

LAUNDRY IN RESIDENTIAL FACILITIES Coin-operated washers and dryers are available in/near all residence halls.

LOST/NON-RETURNED RESIDENTIAL KEYS There will be a room re-keying fee of $50.00 per lost or non-returned key. Please immediately see a member of the Conferences & Events staff for assistance with lost keys during your stay. Keys must be returned upon check-out to the SSC 3rd floor Check Desk, or applicable fees will be billed to the group’s final invoice. Additionally, any conference residential group...
MAINTENANCE ISSUES For maintenance concerns, Work Order forms are available to be completed at the SSC 3rd floor Check Desk.

MEDICAL EMERGENCIES For assistance with medical emergencies, groups should contact Campus Police at 276-328-COPS (2677). Campus Police will be able to provide directions to the local medical facilities, or if necessary, contact EMS and direct them to the campus location of an emergency.

PARKING Residential conference groups will park in the Culbertson Hall gravel lot. Additional parking is available at Greeagar Gymnasium. General events will be assigned parking in consideration of event location.

PERSONAL SAFETY & SECURITY In the interest of personal safety, all group members should exercise good judgment, keep their doors locked at all times, always travel in pairs, and use the emergency call boxes on campus if they need assistance. Group members should not bring valuables with them during their stay. Please report any suspicious activity to a member of the Conferences & Events staff or to Campus Police immediately. The College is not responsible for lost or stolen articles.

PHYSICAL VIOLENCE/PROFANITY Group members are not permitted to use physical violence (ex. pushing, hitting, etc.) or profanity for any reason during their campus stay. Any group members involved in physical violence will be removed from campus.

PORCHES, BALCONIES AND ROOFS Porches and balconies must be kept clean and clear. No furniture or chairs may be left outside. Clothing, towels, etc. may not be hung from porches, railings or any other outside areas. ALL BUILDING ROOFS ARE OFF-LIMITS.

PROHIBITED ITEMS The following items are NOT permitted in campus facilities — candles/interces; pets; exterior radio aerials; gas/charcoal/George Foreman grills; halogen lamps; heaters - open coil; holiday lights; toaster ovens; wireless routers; sandwich/quesadilla/similar grills; extension cords (only power strips with reset buttons are acceptable); anything that hangs out window; 'octopus' plugs; kegs of beer/empty alcohol bottles/cans or other alcohol paraphernalia; window air conditioners and other fans/units that install into windows; illegal drugs/narcotics including any drug-related apparatus (bongs, water pipes, roach clips, etc.); weaponry (The possession, storage, or use of any kind of firearms, air rifles or air pistols, BB guns, brass knuckles, ammunition, firecrackers or fireworks, nunchakus, gasoline, explosives or other combustible materials, and knives with a blade longer than four inches, other than ones used as kitchen tools is prohibited. Please consult the Campus Police Department for additional information.); and fireworks/combustibles. Housing & Residence Life reserves the right to confiscate these items and remove group members from campus if any such items are found in a group member’s room or in his/her possession.

QUIET HOURS/NOISE To insure the comfort of all our groups, courtesy quiet hours are in effect from 10 pm each night until 8 am the following morning. We ask that all group members please be considerate of others for any noise(s) that may carry outside of individual rooms/suites. Most College offices maintain year-round office hours each weekday, so please also be considerate of them for your daytime event or as your residential group travels to/from practice fields, classrooms, residence halls, etc.

RESIDENTIAL ROOMS Residence hall rooms provide groups and their members reasonably comfortable and clean ‘no frills’ accommodations, including: twin beds, chest of drawers, closets/wardrobes, and study desks with chairs. No linens, pillows or blankets are provided (linen packets are available for rent prior to your arrival...see Rentals section). Bathroom facilities are shared in large halls and in individual suites and apartments. Telephone (except in Commonwealth Hall), internet, and cable service is available in the rooms, but groups/members must provide their own equipment (i.e. telephone, computer, TV) in order to utilize these services.

SHARED COMMON AREAS IN RESIDENTIAL FACILITIES More than one conference group may reside in a residence hall at a given time. For this reason, all groups should be courteous to one another and be willing to share the lobbies, lounges and other common areas for group check-in/information tables, down-time, etc.

TOBACCO/SMOKING All campus buildings are tobacco-free (including smoking and smokeless tobaccos). Use of all tobacco products is prohibited in all College facilities, including seating areas/stands of outdoor athletic facilities, as well as within 25 feet of the entrance of any College indoor/outdoor facility. Receptacles are placed near facilities for the collection of waste tobacco products.

TRASH Residential groups are provided with trash bags, however they are responsible for taking their own trash to their assigned residence hall’s dumpster (Asbury/Martha Randolph/Thompson - beside Thompson; Commonwealth - behind building near courtyard; Culbertson; at classroom end of building; Henson - end of building nearest Thompson or Thompson dumpster; McCrary - across the road from the women’s wing; Townhouses - located at end of building). Please do not place trash in the hallways; there is no building trash pick-up. A $25 housekeeping fee will be incurred for trash not removed.

VISITATION Conference guests are permitted to have visitors between the hours of 8 am - 10 pm, seven days a week. Visitors must be accompanied by a group member at all times. Group members are responsible for informing their visitors of College policies and procedures. Any violations of policies can result in the removal of the group member and/or visitor. No overnight visitors are permitted.

WEAPONS/FIREARMS UVa-Wise provides rules and regulations concerning the possession of weapons on college owned property and all facilities in an effort to provide a safe and secure learning and working environment for the students, faculty, staff and visitors in accordance with the University of Virginia Policy: Regulation of Weapons, Fireworks and Explosives, available at https://policy.itc.virginia.edu/policy/pol-cydisplay?id=SEC-030. No student, faculty, staff, visitor or affiliate shall carry, possess, maintain, or conceal (concealed handgun carry permits included) on any property owned by The University of Virginia’s College at Wise.
**ASBURY HALL**  These two and three bedroom apartments are hardwired for internet access. They feature a full and a half bathroom, furnished living room, and a full kitchen with small table and chairs. They are furnished with beds, wardrobes, chests, desks w/chairs, and blinds.

**COMMONWEALTH HALL**  This suite-area residential facility is air-conditioned and each unit is hardwired for internet access. These two-bedroom units are furnished with beds, chests, desks w/chairs, closets, and blinds. These units have a bathroom and a common area with sofa, coffee table, end tables, and love seat.

**MARTHA RANDOLPH HALL**  This suite-area residential facility is air-conditioned and each unit is hardwired for internet access. These two-bedroom units are furnished with beds, chests, desks w/chairs, closets, and blinds.

**CULBERTSON HALL**  This facility is air-conditioned and hard-wired for internet access. It features two double rooms that share a bathroom/shower. Rooms are furnished with beds, closets, chests, desks w/chairs, and blinds.

**HENSON HALL**  This facility is air-conditioned and hard-wired for internet access. It features two double rooms that share a bathroom/shower. Rooms are furnished with beds, closets, chests, desks w/chairs, and blinds.

**MccRARAY HALL**  This residence hall with double occupancy rooms is hardwired for internet access. Each floor has a common bathroom. Male and female residents live on separate wings of the building. Rooms are furnished with beds, closets, chests, desks w/chairs, and blinds. Built-in desk lamps are furnished on the women’s wing.

**TOWNHOUSE APARTMENTS**  These are two-story, two-bedroom apartments. Each features a full kitchen, living room with a single high speed internet port, one full bath and one half bath. Each is furnished with lofted beds, chests, closets, blinds, furnished living rooms, and dining table with chairs.

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<th>COMMONWEALTH</th>
<th>CULBERTSON</th>
<th>HENSON</th>
<th>HOUSES</th>
<th>M. RANDOLPH</th>
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**Size of bedroom (approx.)**
- **ASBURY**: 12’x15’
- **COMMONWEALTH**: 11’x15’
- **CULBERTSON**: 10’x18’
- **HENSON**: 10’x16’
- **HOUSE**: varies from 11’x15’ to 11’x18’
- **M. RANDOLPH**: 10’x12’
- **MCCRARAY**: 10’x12’

**Total Residents**
- **ASBURY**: 47
- **COMMONWEALTH**: 125
- **CULBERTSON**: 122
- **HENSON**: 112
- **HOUSE**: 6 per house
- **M. RANDOLPH**: 48
- **MCCRARAY**: 223
- **TOWNHOUSES**: 38

**Year of Construction**
- **ASBURY**: 1984
- **COMMONWEALTH**: 2009
- **CULBERTSON**: 2006
- **HENSON**: 2000
- **HOUSE**: 1958
- **M. RANDOLPH**: 1994
- **MCCRARAY**: 1973
- **TOWNHOUSES**: 1971
LOCATION DESCRIPTIONS

A variety of scenic campus locations are available for your special event. The descriptions below will assist you in selecting the perfect location for your event. Note that all capacity numbers are maximum capacity and are affected by set-up style. Please consult the RATES section for more information about applicable fees. All requests are subject to availability.

NOTE: ~ Class/conference rooms are subject to availability due to courses during fall, spring & summer months.
      ~ Current students and employees, as well as alumni, are eligible for special facility rates
      ~ Prices subject to change for special or extraordinary requests and/or set-ups.

ATHLETIC/RECREATIONAL FACILITIES Several athletic facilities are available for your event. The walking track surrounding Greear Gymnasium (see below) provides an ideal location for an outdoor conference or convention-type event. Additionally, the Greear Gym indoor, junior-Olympic pool provides an ideal location for pool parties year round. The intramural recreation field provides a lighted location for events that may occur or extend into the evening hours. The Humphreys Tennis Complex and the Smith Stadium astroturf field are available only for single day and/or residential athletic camps.

CAMPUS LAKE The Campus Lake provides a scenic location for your moderate-sized event on the lower-campus. The lake has a fountain, courtyard and an adjacent lawn. An historic capital from atop the original Rotunda on permanent loan from The University of Virginia is also on-site. Restroom facilities are available in nearby Cantrell Hall, Culbertson Hall and McCrrary Hall.

CANTRELL BANQUET HALL This large, air-conditioned space is located on the upper floor of Cantrell Hall and offers a wide variety of set-up and arrangement options for your event. White padded chairs and a limited number of tables are included in the rental fee for this space. The space includes an ice machine that is available for use. Restrooms are also conveniently located.

CANTRELL GLADEVILLE ROOM This newly renovated, air-conditioned space is located on the same floor as the Cantrell Banquet Hall and Sandstone Room on the upper floor of Cantrell Hall. It offers a wide variety of set-up and arrangement options for your event. White padded chairs and a limited number of tables are included in the rental fee for this space. Restrooms are also conveniently located.

CANTRELL SANDSTONE ROOM This newly renovated, air-conditioned space is located adjacent to the Cantrell Banquet Hall on the upper floor of Cantrell Hall. It offers a wide variety of set-up and arrangement options for your event. White padded chairs and a limited number of tables are included in the rental fee for this space. The space includes an ice machine that is available for use. Restrooms are also conveniently located.

CHAPEL OF ALL FAITHS This facility on the lower-campus, provides an ideal setting for your small event. The Chapel is air-conditioned and will seat up to 120 people. Approximately 180 upholstered seats and a limited number of tables are included in the Chapel rental fee. (See RATES for applicable fees if you choose not to use the Chapel seats.) Restrooms and a catering kitchen (microwave; no stove) are conveniently located in this facility.

CLASS/CONFERENCE ROOMS Small and large campus classrooms are available for your events, subject to academic schedules. Small rooms will accommodate groups up to 20, and large rooms will accommodate groups of 20+. Arrangement/set-up options are limited in these spaces, and audio-visual equipment varies in each space.

GILLIAM CENTER FOR THE ARTS PLAZA Located adjacent to the campus lake, the plaza is a outdoor courtyard located inside the perimiter of the newly renovated original theatre building. It provides an ideal setting for your moderate-large event.

GILLIAM SCULPTURE GARDEN The Betty J. Gilliam Sculpture Garden provides a scenic, outdoor venue for your large special event. Two fountains, outdoor sculptures, and a raised platform/stage are complemented by a large surrounding courtyard. Restrooms are conveniently located in each of the adjacent facilities.

GREEAR GYMNASIUM The vast space of Greear Gymnasium provides numerous set-up and arrangement options for your large event. An upper mezzanine overlooking the main floor provides additional space for your event. Stadium seating is available or may be closed to provide additional floor space. The required floor covering provides a neutral background for your event while protecting the court surface. Restrooms are conveniently located in the adjoining lobby.

JEFFERSON PLAZA This scenic, outdoor venue, overlooking the UVa-Wise campus, is located just outside the fourth floor entrance of the Slemp Student Center, adjacent to Darden Hall and Wyllie Library. Small to medium size special events will find this outdoor location ideal. Restrooms are conveniently located in each of the adjacent facilities.

SSE AMPHITHEATRE The amphitheatre in front of the Slemp Student Center provides a unique outdoor venue for your event. With graduated seating available adjacent to the building as well as the grass and bluestone courtyards, this outdoor location provides numerous set-up and arrangement options. Restrooms are conveniently located on the first floor of the Student Center.

SSE ATRIUM This first floor space in the Slemp Student Center provides a unique setting for your small-medium event. A variety of set-up arrangements are available. Use of this space requires availability of ADA access for the facility be maintained at all times.

SSE DOGWOOD & RHODODENDRON ROOMS These fifth floor Slemp Student Center rooms offer a scenic view of the campus in a modern setting. Your large event can be hosted comfortably in either/both of these rooms — the Dogwood Room will accommodate up to 228 people and the Rhododendron Room will accommodate up to 198 people. Restrooms and a small catering kitchen (ice machine, microwave & refrigerator; no stove) are also conveniently located on the fifth floor. Approximately 150 upholstered seats and a limited number of tables are included.
in the rental fee of either room (See RATES for applicable fees if you choose not to use the upholstered seats; chair covers with/without bows are also available for rent for these chairs).

**SSC JEFFERSON LOUNGE** The Jefferson Lounge is located on the fourth floor of the Slemp Student Center. Accommodating up to 59 people, it provides an intimate setting for your special event. Referred to as the ‘campus living room,’ it includes a rock fireplace and leather seating (may be removed upon request; see RATES for other furniture options). Restrooms are conveniently located in the building on the fourth floor, as well as on the first floor.

**SUNKEN GARDEN (Crockett Hall)** The sunken garden, located adjacent to Crockett Hall, provides a natural stone and green space, as well as an adjoining bluestone courtyard, for your medium or large outdoor event on the lower-campus. Restrooms are conveniently located in adjacent facilities.

Some typical set-up styles include (chairs denoted by “c” and tables by round/rectangle boxes):

- **auditorium**
- **banquet**
- **class**
- **conference**
- **exhibit**

### RENTALS

UVa-Wise Conferences & Events offers a variety of rental items to meet the needs of your special event. A description is provided below and pricing details are available in the RATES section.

**CHAIRS** White, padded folding chairs are available for rent for special events throughout campus. Chair fees include set-up/tear down at a single location.

**COPIER SERVICE** Copier service is available for conference groups for a per copy fee during regular business hours, Monday-Friday, in the Division of Student Affairs Office on the lower-level of Cantrell Hall. Copy fees will be added to your group’s final invoice. Please inquire at the SSC 3rd floor Check Desk after your arrival for more information.

**LINEN PACKETS** Linen packets are available for rent prior to your group’s arrival on campus. A single linen packet includes one (1) blanket, two (2) twin-size sheets, one (1) bath towel & washcloth, and one (1) pillow & pillow case. These packets will be delivered to individual rooms prior to your arrival for use throughout your group’s stay, however, beds will not be made. For an additional charge, beds will be made prior to your group’s arrival (beds will not be made on any other days).

**MEALS** Campus dining services are available throughout most of the summer. You may arrange, prior to your arrival, for breakfast, lunch and/or dinner to be available for your group. Three daily dining hall meals are available each weekday (breakfast 7-8 am; lunch 11:30 am-12:30 pm; dinner 5-6 pm) at a reduced rate for groups of 25+. The Dining Hall is closed on weekends, but is available to groups of 25+ if scheduled in advance (brunch 11:30 am-12:30 pm; dinner 5-6 pm). Residential groups of 25+ will receive assigned dining times in their Confirmation Packet. A Catering Menu for formal events is available upon request.

**MEETING SPACE** A variety of meeting spaces are available in campus facilities across campus. Some locations require an additional fee due to size, location, and equipment requests. The General Information section of the Conference Contract contains meeting space information.

**MISCELLANEOUS** Several other rental items are available to meet the needs of each event, including: columns, arbors, chair covers (for Student Center chairs only), stages, pop-up tents, portable sound system (speakers, microphones, CD player & technician), pole & drape system (red or black), white pole & chain dividers, audio-visual equipment, as well as a personal conference assistant to assist your group throughout your event.

**TABLES** Round (60”), rectangle (4’, 6’ and 8’), tall bistro (18”), and serpentine (4’) tables are available for rent to meet the specific needs of your special event. Table fees include set-up/tear down at a single location. *Special note:* Conferences & Events does not have tablecloths available, however, you can rent them directly from Chartwell’s Dining for your event (see CATERING).

**RECREATIONAL FACILITIES** A variety of recreational spaces are available campus-wide, including: gymnasium/court space, indoor swimming pool, tennis courts, and racquetball courts.

**RESIDENCE HALLS/ROOMS** Residence hall rooms provide groups and their members reasonably comfortable and clean ‘no frills’ accommodations (*see Residence Hall section for more details*). No linens, pillows or blankets are provided (*linen packets are available for rent prior to your arrival...see above*). Bathroom facilities are shared on each floor in large halls and within individual suites/apartments.
### FACILITIES

<table>
<thead>
<tr>
<th>Facility</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Athletic Facilities</td>
<td></td>
</tr>
<tr>
<td>Greear Gymnasium</td>
<td>$300.00</td>
</tr>
<tr>
<td>Humphreys Tennis Complex*</td>
<td>$150.00</td>
</tr>
<tr>
<td>Recreation (intramural) Field</td>
<td>$150.00</td>
</tr>
<tr>
<td>Smith Stadium Astroturf Field*</td>
<td>$300.00</td>
</tr>
<tr>
<td>Swimming Pool</td>
<td>$75.00/2 hr. event; $25.00 addl. hr.</td>
</tr>
<tr>
<td>Track</td>
<td>$150.00</td>
</tr>
<tr>
<td>Campus Lake</td>
<td>$400.00</td>
</tr>
<tr>
<td>Cantrell Banquet Hall &amp; Sandstone Room</td>
<td>$400.00 for 8 hr. event; $200.00 for 4 hr. event</td>
</tr>
<tr>
<td>Cantrell Gladevile Room</td>
<td>$200.00</td>
</tr>
<tr>
<td>Chapel of All Faiths</td>
<td>$200.00</td>
</tr>
<tr>
<td>Class/Conference Rooms - small (&lt;20)</td>
<td>$100.00</td>
</tr>
<tr>
<td>Class/Conference Rooms - large (20+)</td>
<td>$200.00</td>
</tr>
<tr>
<td>Gilliam Center for the Arts Plaza</td>
<td>$300.00</td>
</tr>
<tr>
<td>Gilliam Sculpture Garden</td>
<td>$400.00</td>
</tr>
<tr>
<td>Jefferson Plaza</td>
<td>$300.00</td>
</tr>
<tr>
<td>Slemp Student Center Facilities</td>
<td></td>
</tr>
<tr>
<td>Amphitheatre</td>
<td>$300.00</td>
</tr>
<tr>
<td>Atrium</td>
<td>$150.00</td>
</tr>
<tr>
<td>Dogwood Room/Art Gallery</td>
<td>$300.00 for 8 hr. event; $150 for 4 hr. event</td>
</tr>
<tr>
<td>Jefferson Lounge (limited set-up options)</td>
<td>$150.00</td>
</tr>
<tr>
<td>Rhododendron Room</td>
<td>$300.00 for 8 hr. event; $150 for 4 hr. event</td>
</tr>
<tr>
<td>Sunken Garden (Crockett Hall)</td>
<td>$400.00</td>
</tr>
</tbody>
</table>

Please note: ~ Athletic facilities denoted by * are available only for use for residential and/or single day athletic camps. ~ Class/conference rooms are subject to availability due to courses during fall, spring & summer months. ~ Current students and employees, as well as alumni, are eligible for special facility rates. ~ Prices subject to change for special or extraordinary requests and/or set-ups.

### LINEN PACKETS

<table>
<thead>
<tr>
<th>Description</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Single Bed Packet (2 sheets, 1 pillow &amp; pillowcase, 1 bath towel &amp; washcloth)</td>
<td>$16.50</td>
</tr>
<tr>
<td>Bed-making Fee (per bed, available on check-in day only)</td>
<td>$3.00</td>
</tr>
</tbody>
</table>

### LODGING

<table>
<thead>
<tr>
<th>Description</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>McCraren Hall</td>
<td>$20.00</td>
</tr>
<tr>
<td>All other Halls/Houses</td>
<td>$24.00</td>
</tr>
</tbody>
</table>

### MEALS

<table>
<thead>
<tr>
<th>Description</th>
<th>Weekdays</th>
<th>Weekends</th>
</tr>
</thead>
<tbody>
<tr>
<td>Breakfast (per person, single meal)</td>
<td>$5.30</td>
<td>--</td>
</tr>
<tr>
<td>Lunch (per person, single meal)</td>
<td>$7.05</td>
<td>--</td>
</tr>
<tr>
<td>Brunch (per person, single meal)</td>
<td>--</td>
<td>$7.05</td>
</tr>
<tr>
<td>Dinner (per person, single meal)</td>
<td>$8.60</td>
<td>$8.60</td>
</tr>
<tr>
<td>Group rate for 25+ members (per person, breakfast/lunch/dinner in single weekday)</td>
<td>$19.75</td>
<td>--</td>
</tr>
</tbody>
</table>

### MISCELLANEOUS

<table>
<thead>
<tr>
<th>Description</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arbors - wrought iron (24’x84’); wooden (58’x81”)</td>
<td>$125.00</td>
</tr>
<tr>
<td>Black Chair Covers and/or White Bows (fit Chapel chairs only)</td>
<td>$1.25 per cover; $1.75 per cover w/bow</td>
</tr>
<tr>
<td>Chairs (per chair, per event (i.e., one (1) set-up/take down location)</td>
<td>$1.25</td>
</tr>
<tr>
<td>Columns (set of 2) - small (4’); large (7’)</td>
<td>$30 small; $40 large</td>
</tr>
<tr>
<td>Copier Service</td>
<td>$0.10 per single page copy</td>
</tr>
<tr>
<td>Microfridge unit (pre-registration required; not available after check-in)</td>
<td>$21.00 per week/ $45.00 for length of stay</td>
</tr>
<tr>
<td>Personal Conference Assistant</td>
<td>$15.00 per hour</td>
</tr>
<tr>
<td>Pole &amp; Chain Dividers (white)</td>
<td>$30.00</td>
</tr>
<tr>
<td>Pole &amp; Drape System (red; black)</td>
<td>$30.00</td>
</tr>
<tr>
<td>Portable Sound System (speakers/microphones/CD player/technician)</td>
<td>$200.00</td>
</tr>
<tr>
<td>Pop-up Tents (10’x10’)</td>
<td>$30.00</td>
</tr>
<tr>
<td>Stage - small (8’x16’); medium (12’x24’); large (16’x32’)</td>
<td>$50.00 small; $75 medium; $100 large</td>
</tr>
<tr>
<td>Tables (per table, per event/set-up - round, rectangle, bistro, serpentine)</td>
<td>$7.25</td>
</tr>
</tbody>
</table>
GENERAL INFORMATION

GROUP NAME ____________________________________________________________ NUMBER IN GROUP ____________

BILLING ADDRESS
Street Address / Post Office Box _________________________________ City State Zip

GROUP LEADERS – Any changes/requests must be by either of these individuals; changes/requests by others will not be honored.

Leader 1 _____________________________________________________________ E-mail __________________________

Contact numbers ( ) ____ - _____W; ( ) ____ - _____Cell; ( ) ____ - _____H; ( ) ____ - _____FAX

Leader 2 _____________________________________________________________ E-mail __________________________

Contact numbers ( ) ____ - _____W; ( ) ____ - _____Cell; ( ) ____ - _____H; ( ) ____ - _____FAX

ARRIVAL – Check in (& receive keys, if residential) at assigned time at SSC 3rd floor Check Desk.
Su Mo Tu We Th Fr Sa Date ____ / ____ / ____ Time ______ am / pm

DEPARTURE – Check out (& return keys, if residential) at assigned time at SSC 3rd floor Check Desk; if residential, all members must be completely out of rooms at this time or a $100 improper check-out fee will be incurred.
Su Mo Tu We Th Fr Sa Date ____ / ____ / ____ Time ______ am / pm

EVENT SPACE(S)
Campus Lake Cantrell Banquet Hall & Sandstone Room Cantrell Gladeville Room
Chapel of All Faiths Gilliam Center Plaza Gilliam Sculpture Garden Jefferson Plaza
SSC Amphitheatre SSC Atrium SSC Dogwood Room/Gallery SSC Jefferson Lounge
SSC Rhododendron Room Sunken Garden
Athletic(*athletic camps only) – Greear Gym Tennis Complex* Recreation Field Stadium Astroturf* Pool Track

CHAIRS
existing facility chairs (no per chair fee) - qty _____ white folding chairs (per chair rates apply) - qty _____

TABLES
60" round - qty _____ 72" rectangle - qty _____ 48" serpentine - qty _____ 18" bistro - qty _____

SET-UP STYLE (see Agreement diagrams) auditorium banquet classroom conference exhibit other (complete diagram sheet(s) & attach)

ADDITIONAL INFORMATION______________________________________________________________________________
_____________________________________________________________________________________________________
_____________________________________________________________________________________________________

RESIDENTIAL — assignments below based on pre-registration information

A Participant Assignment Roster is attached and must be returned at least one week prior to check-in. Group leaders are responsible for room assignments.

ASSIGNED HALL Commonwealth Culbertson Henson House M. Randolph McCraray Thompson
Master Facility Key requested – No Yes...consult Group Responsibilities section for details.

ROOM INFO___________________________________________________________________________________________
_____________________________________________________________________________________________________

NUMBER OF RESIDENTIAL PARTICIPANTS (if different from group total) __________

MEALS (Smith Dining Commons) — assignments below based on pre-registration information

FIRST MEAL: Breakfast Lunch Dinner Date ____ / ____ / ____ LAST MEAL: Breakfast Lunch Dinner Date ____ / ____ / ____

NUMBER OF MEAL PARTICIPANTS (if different from group total) __________

MEAL TIME ASSIGNMENT(S) — Please note your assigned dining time(s) below. See Rates section for pricing.
Weekday Breakfast — 7:00 am 7:15 am 7:30 am Weekend Brunch — 11:30 am 11:45 am noon
Weekday Lunch — 11:30 am 11:45 am noon Weekend Dinner — 5:00 pm 5:15 pm 5:30 pm
Weekday Dinner — 5:00 pm 5:15 pm 5:30 pm
**Estimated Costs**

**Please complete all applicable sections below. See RATES for more information. If you are a TAX-EXEMPT organization, please attach a copy of your TAX-exempt form to this application. TAX-EXEMPT COPY ATTACHED ☐ YES ☐ NO**

**Lodging:**
- _______ participants x $______ per night x ______ number of nights = $______

**Linens:**
- _______ packages x $17.00 (per single set for length of stay) = $______

**Made beds:**
- _______ packages x $3.00 (available once, on check-in day only) = $______

**Facilities:**
- All fees are per day/per set-up. See RATES for more information.

**Meals:**
- Group: _______ participants
  - _______ packages
  - _______ participants x $19.75 per weekday* x _______ number of days = $______

**Miscellaneous:**
- All fees are per event/per set-up. See RATES for more information. *These facilities available only for use for residential and/or single day athletic camps:
  - Greear Gymnasium ($300)
  - Smith Stadium Astroturf Field* ($300)
  - Swimming Pool ($75/2 hr. event, $25 addl. hr.)
  - Campus Lake ($400)
  - Chapel of All Faiths ($200)
  - Camp Jefferson Lounge, ltd setup ($150)
  - SSC Atrium ($150)
  - SSC Jefferson Lounge, ltd setup ($150)
  - SSC Rhododendron Room ($200)
  - Sunken Garden (Crockett Hall) ($400)

**Chartwell’s will provide catering?** ☐ yes ☐ no, Catering Exemption Form is attached

**Catered event:**
- Chartwell’s will provide catering?

**Facilities Used:**
- Arbor:
- Chair covers (Chapel only):
- Columns:
- Chairs:
- Microfridge:
- Personal Conf. Asst.:
- Pole & Chain:
- Pole & Drape:
- Pop-up Tent:
- Sound System:
- Stage:
- Tables:

**Total Estimated Costs**

**Balance Due** (100% of total estimated cost due with reservation; 50% due if non-band camp residential group)

**Final Invoice Mailed** ___________ **Payment Received** ___________
Thank you for your interest
in UVa-Wise Conferences & Events.

Call us today —
we would love to help you plan your event!