Thank you for your interest in reserving a conference room in the New Darden College of Education Building!

Please complete and sign the attached form and return to the Dean's Office (Suite 3200 in the New Education Building). You may also scan and submit the form by email to the Dean's Office at DCOEEvents@odu.edu.

Please review the attached guidelines before submitting your request. Your signature on the room request form indicates that you have read and will comply with all room reservation guidelines.

<table>
<thead>
<tr>
<th>Room Name</th>
<th>Room/Floor #</th>
<th>Auditorium</th>
<th>Banquet/Table(s)</th>
<th>U-Shape</th>
</tr>
</thead>
<tbody>
<tr>
<td>Multi-Purpose Auditorium</td>
<td>1106 / 1st Floor</td>
<td>199</td>
<td>100</td>
<td>50</td>
</tr>
<tr>
<td>*Table &amp; chairs NOT included</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3rd Floor Meeting Room</td>
<td>3303 / 3rd Floor</td>
<td>N/A</td>
<td>8</td>
<td>N/A</td>
</tr>
<tr>
<td>*Table &amp; chairs for 8 included</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
New Education Building – Conference Room Request Form

Requestor’s Name

Requestor’s ODU Email Address

Requestor’s Phone Number

Requestor Type   Student   Faculty   Staff   Other

If other, who is your ODU Sponsor? (Name/Department/Contact Information)

Are you affiliated with the Darden College of Education?   Yes   No

If not affiliated with DCOE, with what ODU college/department are you affiliated?

Student Organization Name
(if applicable)

Student Organization Advisor
Name/Contact Info

Room Requested   Multipurpose Auditorium 1106 (1st Floor)   Conference Room 3303 (3rd Floor)

Date/Time Requested
(Include set-up/clean-up time)

Approximate number of attendees

Will your event require catering?*

Will your event require A/V?*

*For all catering, setup, and A/V needs the meeting host is responsible for contacting Catering/Facilities/ITS directly – see the attached guidelines for further details

Brief description of your event

Requestors Signature

Please complete and sign this form and return to the Dean’s Office (Suite 3200 in the New Education Building). You may also scan and submit the form by email to the Dean’s Office at DCOEEvents@odu.edu.
Guidelines for Reserving a Conference Room in the New Education Building

- Conference rooms can be used for academic meetings, public lectures and receptions.
- The Dean's Office will reply to your request within two business days. Our hours of operation are Monday-Friday, 8 a.m. – 5 p.m.
- No reservations will be accepted over the phone or in person. Please use the online form to complete and submit a reservation request.
- Priorities for use of the space are as follows: (1) Dean’s Office Meetings, (2) Committees reporting to the Dean and (3) Educational programs of the Darden College of Education.
- The Dean's Office reserves the right to deny the request of any group or organization having previously misused the space and/or facilities.
- Use of the space is only available on the evenings and weekends for Darden College of Education faculty and staff.
- ODU faculty and staff may request space one year in advance.
- Student organizations may request space per semester (fall, spring and summer). Reservation requests are not granted during finals week.
- Student organizations that make a reservation and fail to honor it will be considered a “no show.” After the third no show, the student organization will not be permitted to utilize the space.
- If your event will be attended by non-ODU affiliated attendees, please contact Parking Services about where attendees should park prior to the event.
- The multipurpose auditorium is not furnished. To request tables and chairs, please contact ODU Facilities Management. Please note that Facilities Management will charge for this service.
- All food and beverages (including alcoholic beverages where appropriate) served in the multipurpose auditorium, or in the Education Building, shall be ordered through Monarch Catering.
- Do not request a room set up if the number of attendees for your event exceeds the maximum capacity for that particular set up.
- To cancel your reservation, please contact the Dean's Office at (757) 683-3938 as soon as possible. Cancellations made within 24 hours will be considered a “no-show.”
- Requestor should contact the Dean's Office if the reservation is between 8 a.m. – 5 p.m., Monday-Friday at (757) 683-3938 in order to have a staff member unlock the door.
- Requestor should contact ODU Police Department at (757) 683-4000 if the reservation is after hours or on the weekend in order to have campus security unlock the door.
- Requestor must ensure that all doors are closed and locked when leaving. If the door is unlocked and it is after hours, then you must contact ODU Police Department to lock the door before you leave.
- It is the responsibility of the requestor to coordinate with ODU Facilities Management and/or Housekeeping to ensure the setup meets your needs. If you need large trash cans, please contact Housekeeping. (Monarch Catering will clean up food waste; however, the requestor is the person ultimately responsible for the room.)
- It is the **responsibility of the requestor** to provide any assistance needed for audio, visual and electronic devices (computer, projection screen, sound, TV, etc.). You may want to consider booking the room early for set-up. For assistance with AV equipment/software, please contact *ODU Classroom Central*.

- The Career and Advising Resource Center (CARC), Room 1107 does not provide support for events held in the multipurpose auditorium.

### Contact Information

<table>
<thead>
<tr>
<th>Technology Equipment</th>
<th>Classroom Central – (757) 683-3192 press option 2, and ask for Classroom Central to be dispatched</th>
</tr>
</thead>
<tbody>
<tr>
<td>Catering</td>
<td>Monarch Catering – (757) 683-4691</td>
</tr>
<tr>
<td>Furniture Setup</td>
<td>Facilities Management – (757) 683-4269</td>
</tr>
<tr>
<td>Parking</td>
<td>Transportation and Parking Services – (757) 683-4004</td>
</tr>
</tbody>
</table>
| Temperature Problem (i.e., too hot or too cold) | Please note that there is a tolerance zone the room temperature operates in for energy efficiency purposes. It may take some time for the room to adjust once occupied.  

A work order (available through Facilities Management’s website) is typically required to adjust the temperature in a room.

In the event that you cannot file a work order, please contact Facilities Management at (757) 683-4600 and press option 2 to have them assess the temperature in the room. |