Availability: For inquiries about space availability, please contact the facilities coordinator at 757.766.5222 or at phecrental@odu.edu. Confirmation regarding availability is not confirmation of the space for your event and is subject to change. ODU PHEC follows the University academic calendar. For semester breaks and early closings, view the calendar available on our website: www.odu.edu/peninsula

Process: Please fill out the Request to Use Facilities form. Once received, the office will check for space availability based on the information that you provided. Once the form has been processed and approved a room will be assigned and emailed to you. Fees and additional charges may be applied for the space to cover technical support, etc. A sign directing attendees to your training room will be posted on the day of your event.

Discrimination: ODU encourages diversity and resolves to provide equal opportunity regardless of race, gender, disability, sexual orientation or other criteria. The university, as a public agency supported by public revenues, maintains a posture of institutional neutrality with respect to this event. All groups using University space are expected to adhere to the laws of the state of Virginia, all local and federal laws and general policies, regulations and guidelines of the University

Computer Lab & Wireless Access: For use of the Computer Lab – a minimum of three (3) business days are required to create temporary computer accounts for non-university users. For temporary computer WI-FI accounts, please provide one person’s name, e-mail address, and phone number. For computer lab access accounts, please provide all attendees names, e-mail addresses and phone numbers. Please submit this with your request to use facilities.

Emergencies: In the event of an emergency or drill, please evacuate the building and account for all of your attendees.

Cancellation: You will incur a $25.00 cancellation fee per event if you fail to notify ODU-Peninsula Center of the cancellation of your event. Please notify us within three (3) business days if you plan on canceling your event. Canceling three (3) or more events within a semester will affect future considerations for space with our facility. If you fail to cancel or fail to show, full fees will be due.

Audio-Visual Equipment: All of our rooms are equipped with a computer and ceiling mounted projector. Please identify any additional audio-visual needs on the room application form.

Room Use: Noise levels must be kept to a minimum and door closed as a courtesy to ODU students, faculty, and other groups. As a courtesy to the next occupant, please erase the whiteboard, push-in chairs, remove all program materials, make sure all trash has been placed in provided receptacles, and finish on time.

I understand and our group will adhere to these policies and regulations. I understand that I am the responsible party for the reservation(s) and event(s) that take place. I know that failure to do so may cause me to lose future usage of facilities and possibly incur justified fees. I have read and agree to ODU Peninsula Center’s Facility Usage Agreement.

Authorized person’s Name __________________________________________

Authorized Signature: ___________________________ Date: _______________________

Company/Group Name: ________________________________________________

In case of emergency or to obtain updates regarding closures and delays due to inclement weather, please call. Sandra JA Brown, Facilities Coordinator at 757-262-8713 or Ms. Nakia Madry-Smith, Director at 757-303-5299

2/29/16