Old Dominion University-Tri-Cities Higher Education Center
Facility Usage Guidelines & Agreement

**Availability:** For inquiries about space availability please contact the facilities coordinator at (757) 686-3075, or TCRooms@odu.edu. Confirmation regarding availability is not confirmation of the space for your event and is subject to change. ODU Tri-Cities follows the University academic calendar. For semester breaks and early closings view the calendar available on our website: www.odu.edu/tricities.

**Application Process:** Applications for space will be accepted March 1 for Summer semester, June 1 for Fall semester, and December 1 for Spring semester. Applications will not be considered prior to these dates. A minimum of five (5) business days is required to process applications. Once we have received your application our office checks for space availability based on the information that you provide in your application. Once your application is processed and approved, you will receive a confirmation number with your room assignment by email. Fees may apply for space, technical support staff, security services and misc. You will receive a Letter of Agreement (LOA) that serves as a contract for payment. Please return the signed Letter of Agreement (LOA) two (2) days prior to the scheduled event. Your room assignment will also be posted the day of your event in the lobby. All billing is completed through the Old Dominion University Office of Finance, (757) 683-3030

**Cancellation:** You will incur a $25.00 cancellation fee per event if you fail to notify ODU-Tri-Cities 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.

**Room use:** You may reconfigure the seating for your event; 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; and pull the overhead screen up.

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

**Computer Labs & Wireless Access:** After your request has been approved, our Teaching Computer Lab reservations require additional documentation. Please contact Sandi Reardon, Information Technology Services (ITS) Lab Manager (683-5156) or sreardon@odu.edu.

A minimum of five (5) business days are required to create temporary computer accounts for non-university users. ODU does not offer open Wi-Fi. For temporary computer accounts and Wi-Fi accounts, please provide all attendee’s names, email addresses, and phone numbers to Erwin Farrow efarrow@odu.edu and Davion Hussen dhussen@odu.edu.

**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.

To schedule pre-event equipment training please call 686-3835.

**Artwork Liability:** ODU Tri-Cities is not responsible for missing or damaged artwork and/or frames.

**TERMS OF AGREEMENT:** The terms of this Agreement may only be modified in writing. This Agreement supersedes and cancels any previous verbal understanding between the two parties and expresses their complete and final understandings. The failure of either party to enforce at any time the provisions of this Agreement or any rights in respect thereof, or to exercise any option herein provided shall in no way be construed as a waiver of such provisions, rights, or options or in any way affect the validity of this Agreement. This Agreement shall be governed in all respects according to the laws of the State of Virginia. Neither party to this Agreement shall discriminate against participants or instructors because of race, creed, age, sex, or physical handicap (where the handicapped person is otherwise qualified).

I have read and agree to the ODU-Tri-Cities Higher Education Center Facility Usage Agreement

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**Contact Information:**

Name: __________________________ Organization: □ ODU □ Other: __________________________

Department: __________________________ Email: __________________________

Phone: __________________________ Fax: __________________________ Alternate Phone: __________________________

Employer Identification Number: __________________________ (For Letter of Agreement (LOA) and payment)*

*LOA applies to organizations at the discretion of the AVP for Regional Centers

Billing: Attention to: __________________________

Address: __________________________ Zip Code: __________________________

☐ I have read and agree to the ODU-TCHEC Facility Usage Agreement

**Event Information**

Event title: __________________________ Estimated Attendance: __________________________

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<th>Date(s)</th>
<th>Day (MTWRFS)</th>
<th>Set Up Time</th>
<th>Start Time</th>
<th>End Time</th>
<th>Office use: Room(s) Assigned</th>
<th>Office use: Event ID</th>
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Room Preference: __________________________

Will you need additional space? ☐ Yes ☐ No

If yes, the number of additional rooms required: ___________

Estimated attendance for each breakout room: ___________

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Each room in our facility is equipped with a computer, ceiling mounted projector, and MS Office Suite.

Please indicate your technology needs below:

- ☐ Computer
- ☐ Laptop Connection
- ☐ Ceiling Mounted Projector
- ☐ Blu-ray/DVD/VCR Player
- ☐ Document Camera/Elmo
- ☐ Bluray/DVD/VCR Player
- ☐ Blu-ray/DVD/VCR Player
- ☐ Bluray/DVD/VCR Player
- ☐ Bluray/DVD/VCR Player

☐ Host Meeting ☐ Provide Training Facility

*For Office use only:*

Outlook Calendar: ___________

LOA: ________ Confirmed by: ________ Approved by: __________ Not Approved: ________ Confirmed on: ________

Received: ________ Logbook: ________ Reviewed: ________ Ctrl Rm: ________

Revised 9/3/15