



**Robert C. Byrd Center**  
For Congressional History and Education  
Room Reservation Form  
Contact: Jody Brumage 304-876-5648 (CL Office 179)

Name \_\_\_\_\_ Event Name \_\_\_\_\_

Contact Information: Phone \_\_\_\_\_ E-mail \_\_\_\_\_

Date and Time of Event: (Rooms are only available Monday through Friday, 9:00 am – 4:30 pm)

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How many people do you expect to attend your event? \_\_\_\_\_

**Room Selection:** Please select the room you wish to reserve. (Max. occupancy is in parenthesis):

**Auditorium (96)**

If you are requesting the Auditorium, please indicate if any of the following are needed:

Projector	<input type="checkbox"/>	Panel Discussion Table(s)	<input type="checkbox"/>
Computer	<input type="checkbox"/>	Chairs on Stage (#_____)	<input type="checkbox"/>
Podium	<input type="checkbox"/>	Microphone(s)	<input type="checkbox"/>

\*NO FOOD OR DRINKS are allowed in the Auditorium

**Classroom 164 (20)**

**Classroom 165 (30)**

**Multi-Purpose Room (40)**

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**Do you plan to serve food or drinks at your event?**      Yes       No

If you are planning to serve food, it will be setup in one of two locations:

For events in the **Auditorium, Room 164, or Room 165**, food will be setup in the lobby area.

For events in the **Multi-Purpose Room**, food will be setup in the lower level lobby area.

\*Please review our Food Policy on Page 2 of this form.

## **Byrd Center Facility Information**

### **Technology:**

- All Byrd Center event/meeting spaces are equipped with Dell laptops and projectors which you may use for presentations during your event.
- No personal laptops/tablets are allowed for presentations.
- It is best to have your presentation on a flash drive or to use a cloud share service (Google Drive, Microsoft 365, Dropbox, Amazon Cloud, etc.).
- DVD players are available in all rooms.
- Only Byrd Center staff or authorized Shepherd University IT Services staff are allowed to enter the AV Booth in the Auditorium or to change settings for the laptops or projects in any room.
- To setup a livestream feed for an event or to have it recorded, you must contact Shepherd University IT Service with requisite time to request that they facilitate this project for you.

### **Food Policy:**

- No food or drink (with the exception of water) is allowed in the Auditorium.
- Food may be served in the Multi-Purpose Room or Rooms 164 and 165.
- Food may only be served in tiled areas of the building (the Rotunda/Lobby for events in Room 164 and 165, or the Lower Level Lobby for the Multi-Purpose Room).
- The person(s) who reserved the space for the event is responsible for ensuring setup and cleanup of food as well as the areas in which it is consumed.
- The Byrd Center and its staff are not responsible for arranging catering for events. We will provide contact information for the campus catering service if requested.
- No alcoholic beverages may be served any events where students are in attendance.

### **Parking:**

- The Byrd Center does not have its own parking area and cannot guarantee parking close to our building. Campus parking maps are available on the Shepherd University website. Temporary parking passes can be obtained for a fee from the Campus Police Department (304-876-5202 or 304-876-5374). For busses or large groups, you should also contact the Campus Police Department to make arrangements (304-876-5202 or 304-876-5374).

## Event Coordinator Agreement

**By signing this reservation form, you are agreeing to:**

- Follow all policies and procedures as set forth in this form.
- Be responsible for assuring that all event participants observe said policies and procedures.
- Follow technical guidelines for any presentations or media.
- Contact the necessary campus groups to reserve extra services (catering, advertising, etc.)
- Notify the Byrd Center staff of any cancellations or changes to your reservation at least 24 hours in advance.\*

\*The Byrd Center may not be able to accommodate groups that fail to notify the staff of changes, arrive earlier than scheduled, or stay past their reserved time.

\*In the event of an emergency after regular business hours, please notify Jody Brumage (240-818-1610).

After receiving this form the Office Manager will contact you to confirm the reservation and discuss any scheduling problems. If at any time you have questions, please feel free to contact the Office Manager, Mr. Jody Brumage at 304-876-5648 or [jbrumage@shepherd.edu](mailto:jbrumage@shepherd.edu).

Please sign here in agreement with the terms of this form: \_\_\_\_\_

**\*Special Instructions:**