



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

Name _____ Event Name _____

Contact Information: Phone _____ E-mail _____

Date and Time of Event: (**Rooms are only available Monday through Friday, 8:00 am – 5:00 pm**)

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 (100)

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 **Setup:**

Classroom 165 **Setup:**

Multi-Purpose Room **Setup:**

*Room setup information can be found on Page 2 of this form.

Projector/Laptop

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

Auditorium Usage:

- The auditorium is equipped with an electronic podium containing a Dell PC. All presentations must be played using this computer. No personal laptops are allowed for presentations given in the auditorium.
- It is best to bring your presentation on a flash drive. (CDs are also acceptable).
- The system can play movies in DVD and Blu-Ray formats.
- No one but authorized Byrd Center staff will be allowed in the AV booth at the back of the auditorium. All default systems must remain in place and cannot be changed without prior authorization.

Classroom and Multi-Purpose Room Usage:

- Rooms 164, 165, and the Multi-Purpose Room are equipped with projectors. If you need to use a projector for your event, please check the box labeled "Projector" on the form next to your room selection.
- The Office Manager will setup your room prior to the start of your event. Please select a setup option on the form or contact the Office Manager with specific needs.
 - o Setup Options:
 - **Lecture:** Chairs and tables arranged in rows facing the front of the room.
 - **Conference:** Chairs and tables arranged in a square or "U" shape.
 - **Theater:** Just chairs facing the front of the room.

Food Policy:

- No food or drink is allowed in the Auditorium or Classrooms. Please keep all event attendees in the tiled lobby areas when eating food. 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.
- Arrive at least 15 minutes before an event to ensure a prompt start time.
- 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 either Jody Brumage (240-818-1610) or Jay Wyatt (267-670-3253) immediately.

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.

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

*Special Instructions: