

Facilities Usage Request Form

To request usage of facilities at the Erma Byrd Higher Education Center, you must speak with a Center representative to make sure that space is available on the date(s) and time(s) requested. As a Higher Education Center, students are our first priority. Therefore, scheduled classes will not be displaced to accommodate a request for usage of space at the Center.

Once and if availability is confirmed by a representative at the Center, the following **required information** must be provided by the outside agency requesting usage of space at the Center:

Event Name and the Name of the Agency hosting the event: _____

Contact Information of the person making the Request for Space: _____

Email Address of the Person making the Request for Space: _____

Event Type: _____

Event Description: _____

Number of Attendees: _____

Start Date and Time of the Event: _____

End Date and Time of the Event: _____

Room Name/Number that will be reserved:

_____ W-17 (fully equipped instructional setting with 24-30 seating capacity)

_____ W-18 (fully equipped instructional setting with 24-30 seating capacity)

_____ W-19 (fully equipped instructional setting with 24-30 seating capacity)

_____ W-33 (fully equipped instructional setting with 24-30 seating capacity)

_____ W-34 (fully equipped instructional setting with 24-30 seating capacity)

_____ W-35 (fully equipped instructional setting with 24-30 seating capacity)

_____ W-36 (fully equipped instructional setting with 24-30 seating capacity)

Room Name/Number that will be reserved (continued):

- W-21 (Conference Room for small group meeting with a seating capacity of 10 – 12)
- W-32 (Computer Lab; 24 individual work stations; instructional setting)
- E-10 (Auditorium; 129 seating capacity; lecture/instructional setting; fold down desk tops for each seat)
- E-14 (Computer Lab; 24 individual work stations; instructional setting)
- E-15 (Science Lab; seating capacity 24 – 30; experimental and research setting)
- E-22 (Conference/seminar room for small group meetings; seating 10 – 12 capacity)
- E-33 (Fully equipped and IVN capable; seating capacity 24 – 30; instructional setting)
- E-34 (Fully equipped and IVN capable; seating capacity 24 – 30; instructional setting)
- E-35 (Partially equipped; seating capacity 24 – 30; instructional setting)
- E-36 (Fully equipped; seating capacity 24 – 30; instructional setting)

Will there be food? If so, please check the appropriate description below. (Please advise that no food or drinks are allowed on or near the computer workstations):

- Breakfast
- Lunch
- Dinner
- Light Refreshments only
- Ice cooler
- Coffee/Water/Tea/Soda

NOTE: No fee will be charged for the use of conference rooms and meeting rooms as long as the event is an institutional activity sponsored by the Erma Byrd Higher Education Center, Bluefield State College, Concord University or Marshall University.

For a non-institutional or non-center related activity, the Erma Byrd Higher Education Center Rental Fee Rates will apply.

After this form has been completed in its' entirety, please email it to lbirchfield@marshall.edu or Lisa.Moten@wvhepc.edu. Please allow 24-48 hours for this form to be reviewed and approved by Facilities Scheduling, the Building Manager, and the Center Director. Once approval is determined, an email confirmation confirming your event will be sent to you. If you need to contact us or have additional questions, please call us at (304) 256-0220, ext. 201 or 227.

If this form is completed **BEFORE** availability is checked, there is no guarantee that there will be space available. Completion of this form **PRIOR** to speaking with a representative at the Center, **DOES NOT GUARANTEE YOUR REQUEST**. A representative of the Center must **CONFIRM** that there is space available.

Thank you!

Lisa Moten

Lisa Moten, Director