Room Request Form

Virginia Beach Higher Education Center
1881 University Drive
Virginia Beach, VA 23453
Telephone: (757) 368-4150/4155
Fax: (757) 368-4151

Sponsoring Organization: ____________________________________________
Title of Event: ____________________________________________________
Department: ______________________________________________________
Contact Person: __________________________________________________
Telephone: ____________ Fax: ____________ E-Mail: _________________

Room Request Information:

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<tr>
<th>Day</th>
<th>Date</th>
<th>Start Time</th>
<th>End Time</th>
<th>Attendance</th>
<th>Breakout Room(s)</th>
<th>Room Assigned</th>
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Billing Information:

Contact Name: _____________________________ Telephone: _______________________

Street: _______________________________ City: __________________________ State: _______ Zip: _______

Catering
There is no catering contract on-site at this time. Here is a list of approved caterers and contact numbers:

- Gourmet Gang - 857-6100 - extension 230
- Jason's Deli - 456-5481
- PMS Deli - 427-1400
- Taste Unlimited - 425-1858
- Tropical Smoothie Cafe - 965-2522

Emergencies: In the event of an emergency please evacuate the building and account for all of your attendees. Please inform security of any issues, or incidents 368-4136.

University Classes take precedence over other activities.