MEETING ROOM RESERVATION FORM

For use of meeting/conference rooms within the L. Douglas Wilder Performing Arts Center only.
See the Facility Rental Application to reserve the facility and/or the theater.

Date Submitted: ________________________________  This form is due 90 days prior to the event date requested.

The Applicant is applying for permission to use the facilities of Norfolk State University L. Douglas Wilder Performing Arts Center as noted below on the date(s) specified for the purpose or purposes indicated. A **twenty-five dollar ($25.00)** non-refundable application fee must be submitted with this application and mailed to the address above. No action can be taken until all information requested on the application is provided. All requested information must be provided for consideration. Completion of this application is not a guarantee of facility use. Written confirmation of approval will be issued within two (2) weeks of receipt of the completed Meeting Room Reservation Form. *NO ACTION will be taken until $25 application fee is received.*

**Applicant/Organization:**

Corporate Name: ________________________________________________________________

Address: ________________________________________________________________

City: ___________________________ State: _______ Zip Code: _________________

Telephone: Daytime ___________________________ Evening/Cellular________________________

**Organization Status** (check all that apply):

___ Corporation  ___ Non-Profit  ___ Community Organization  ___ School

___ Government Entity

Other Organization:

____________________________________________________________________________
____________________________________________________________________________
Tax I.D. Number: ___________________________  *Proof of Tax Exemption Required*

Is the sponsoring organization directly affiliated with or part of Norfolk State University?

_____ Yes _____ No

If yes, list the affiliation or office/department/organization:

____________________________________________________________________________

List two (2) principal officers or contacts for the Applicant/Organization:

Name: ___________________________  Name: ___________________________

Address: _________________________  Address: _________________________

Telephone: _______________________  Telephone: _______________________

List the primary point of contact and/or representative authorized to sign a Facility Rental Agreement for the L. Douglas Wilder Performing Arts Center, telephone/cellular phone number, and email address:

Name: ___________________________  Phone/Cell: _________________________

Email: ___________________________

Please list the date (mm/day/year) for your first choice and alternative choice for the use of the Center: First Choice: _____________________  Second Choice: _____________________

Third Choice: _____________________
Event Information:

Requested Set-up/move in Date: _____________________________ Set-up time: ________

Number of meetings: _____________________________ Anticipated Attendance: ________

Time: Doors Open ________ Meeting Start: ________ Meeting End: ________

Meeting Support Required:

Room Arrangement:

_____ Auditorium style (chairs no tables) How many? ________________

_____ Classroom (chairs and tables) How many? ________________

_____ Speaker’s podium How many? ________________

_____ Speaker’s Table and Chairs How many? ________________

Equipment:

List and detail the equipment required for your meeting (provided by the Center)

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

_____ DVD Player and Monitor

_____ Overhead Projector

_____ Projection Screen

_____ WIFI

_____ Laptop

_____ Teleconferencing

_____ Easel

_____ Telephone line in room

_____ Microphone(s) How many? ________________

Other:

______________________________________________________________________________

*Note: Equipment operator(s) are not included in the charge but can be arranged for an additional fee.
Food Service:

All catering and concessions at the L. Douglas Wilder Performing Arts Center are under exclusive contract with the Norfolk State University Caterer. Arrangements for food and beverages must be coordinated through the Center staff. Ordering or delivery of “take out” food is not permitted.

What type of food and/or beverage service is requested? Provide the number of meals needed.

Continental Breakfast: #_________ Lunch: #_________ Dinner: #_________

_____ Cold _______ Hot

Reception: #_________ Hors d’oeuvres _____ Heavy _______ Light

Beverage Service: #___________________ Other: ____________________

The Applicant represents that he/she has made a full and complete disclosure of all information that might be pertinent to the Center’s consideration of this application and that all of the above statements and information are true. The Applicant represents that he/she have read and agree with the Policies and Procedures of the L. Douglas Wilder Performing Arts Center.

______________________________  ______________________
Authorized Signature of Applicant  Date

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Do not write in shaded area below.

Date received: ___________ By: ___________ 
LDW Approval Received: ___________ VP Approval Received: ___________
Confirmation Sent: ___________ Deposit Received: ___________