



L. Douglas Wilder Performing Arts Center

700 Park Avenue, Norfolk, Virginia 23504
Phone (757) 823-2061 Fax (757) 823-2064

Instructions: Download this PDF and save to your computer. Next fill out the form completely and save your changes. Then email the completed PDF to wilderl@nsu.edu.

If you have questions regarding this form, please contact Rhonda Britt, Administrative Specialist at 757-823-2061 or rabritt@nsu.edu.

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.

Signature of Applicant I understand that by typing my name in this box constitutes a legal signature confirming that that I agree with the Policies and Procedures of the L. Douglas Wilder Performing Arts Center.

DATE