

New College Institute

www.newcollegeinstitute.org

Room Reservation Form

(Completed forms may be submitted via e-mail, fax, or mailed)

Information

Name of Organization/Institution:

Name of Event or Class:

Name of Person Making Request:

Phone:

E-mail:

Date of Event:

Time of Event:

Estimated number of participants:

Type of Event:

(workshop, seminar, lecture, meeting, etc.)

Room(s) Requested:

30 Franklin Street (King Building)

Main Level	Capacity	Choice	Upper Level	Capacity	Choice	Lower Level	Capacity	Choice
Room 207	(20-25)		Room 301	(16 desks)		Room 105	(12 desks)	
Room 208	(30-35)		Room 303	(42-50)		Room 106	(30-35)	
Room 209	(8-10) study area w/computers		Room 304	(20-25)				
Room 210	(14) Computer lab		Room 307	(2-5)				

10 East Church Street (Jefferson Plaza)

Third Floor	Capacity	Choice	Fourth Floor	Capacity	Choice	Fifth Floor	Capacity	Choice
Room 3003	(14-16)		Room 4003	(16-18)		Room 5003	(16-18)	
Room 3004	(14-16)		Room 4004	(18-20)		Room 5004	(22-24)	
						Room 5005	(25) Computer lab	

Technology Requested:

Video Conferencing:	Number of locations to connect with:	ELMO overhead projector:
Smart Board:	Dry erase board:	DVD player:
Laptop computers: # Needed:	Power Point:	Other needs:

Terms and Conditions:

Rooms will be assigned as appropriate by NCI staff and first-choices are not guaranteed. NCI reserves the right to alter room assignments as necessary. Please check at the front desk upon your arrival for confirmation of room number. **ACADEMIC CLASSES AND NCI SPECIAL EVENTS WILL ALWAYS HAVE PRIORITY IN THE SCHEDULING OF ROOMS.** Client must adhere to NCI's normal hours of operation. If cancellation is necessary, please do so at least 24 hours in advance. Client is responsible for providing catering and related items. Client is responsible for insuring that all food and drink items are disposed of properly and that the room is left in proper order and all furnishings returned to their original configuration. No food or drinks are allowed in the computer lab or around the laptop computers, and no materials should be attached to the walls. Technical assistance is available and should be requested one day in advance. Client will be liable for any damages incurred by members of their group.

I have read, understand and agree to the above policy.

Signed:

Date:

Send completed forms to:

Attn: Ruby Jones

New College Institute · 29 Jones Street · Martinsville, VA 24112

E-mail: rjones@newcollegeinstitute.org · Phone: (276) 403-5605 · Fax: (276) 403-5604