

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	(12-15)		Room 105	(12 desks)	
Room 208	(14-16) 3 media stations		Room 303	(42-50)		Room 106	(20-25)	
Room 209	(8-10) study area w/computers		Room 304	(20-25)				
Room 210	(14) Computer lab		Room 307	(2-5)				

191 Fayette Street (Baldwin Building)

First Floor	Capacity	Choice	First Floor	Capacity	Choice	Second Floor	Capacity	Choice
Room 101	(8-10)		Room 105	(4-6)		Room 202	(24)	
Room 102	(20-24))		Room 107	(24+)		Room 204	(24)	
Room 103	(6-8)					Room 206	(24)	
Room 104	(24+)					Room 207	(30)	
						Room 208	(24)	

Technology Requested:

Video Conferencing:	Number of locations to connect with:	Power Point:
Laptop computers: # Needed:	Dry erase board:	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 · 191 Fayette Street · Martinsville, VA 24112

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