



C. Bascom Slemp Student Center

The University of Virginia's College at Wise

On-Campus Reservation Form

Event Title: _____ Date of Function: _____

Group Name: _____ Time of Function: _____ to _____

Type of Event: _____ Setup/breakdown time: _____

Contact Name: _____ Contact Number: _____

Contact Address: _____ Contact E-mail: _____

Expected Attendance: _____

Please give a brief description of your event:

Room Choice (please select one)

Honor Court Conference Room (3rd floor)-capacity 20

Jefferson Lounge (4th floor)-capacity 59

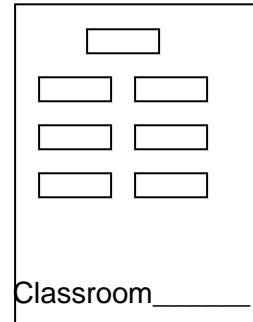
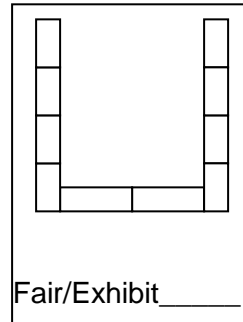
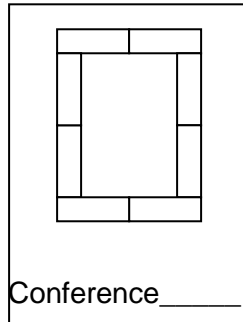
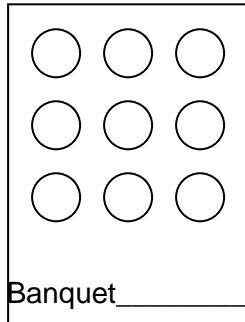
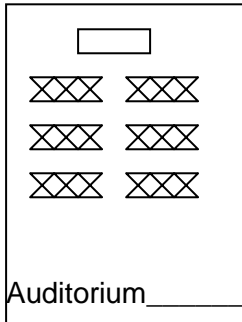
Rhododendron Room (5th Floor)-capacity 198

Dogwood Room (5th Floor)-capacity 228

NOTE: while we will try to accommodate your preferences, you may be assigned to any room that meets your requirements. Please check the room listed on your confirmation.

Custom Room Set-up Types

(please check your requested set-up)



Other Rental Items

(no charge when used in the Student Center—charges will apply when used outside the Student Center)

Dry Erase Board _____ Lectern _____ Pole & Drape (Red or Black) _____

Nomad _____ (DVD, VCR, projector, computer) Screen _____ Serpentine Tables(4) _____

If your set-up requirements are not listed above, please use the back of this form to draw a diagram of the set-up you will need.

Any other needs/requests:

**This form must be in the Director's office 7 business days before the scheduled event.
If this form is not turned in and we still accommodate your event, there will be a charge.**