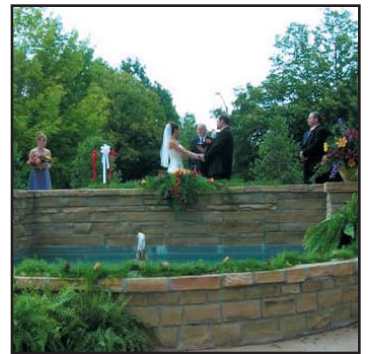




The University of Virginia's College at Wise

# Conferences & Events



## 2010 AGREEMENT

INFORMATION | TERMS & CONDITIONS

One College Avenue  
Wise, Virginia 24293  
276/376-1000 or 276/376-4513



The University of Virginia's College at Wise

# Conferences & Events

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#### CONFERENCES & EVENTS CONTRACT

Dear Sponsor/Group Leader:

Thank you for your interest in hosting your event at UVa-Wise during 2010. Conferences & Events strives to make your stay with us the best it can be.

This 2010 Conferences & Events Agreement contains all the information you will need as you prepare for your camp, wedding or other event, as well as terms & conditions of your contract.

Please carefully review all the information in this booklet, including facilities descriptions, residence hall information, and rental fees. Pay particular attention to the *Group Responsibilities* section and the payment guidelines, including:

- ~ SUMMER RESIDENTIAL GROUPS require a completed contract, certificate of insurance (COI), as well as a 20% non-refundable deposit by April 15, 2010. Remaining balance is due according to terms outlined in agreement.
- ~ GENERAL EVENTS & WEDDINGS require a completed contract and 50% non-refundable deposit with reservation. Remaining balance is due according to terms outlined in agreement. *Note: A certificate of insurance (COI) is also required for groups utilizing outside catering groups (see Group Responsibilities section for more information).*

If all these items are not completed, groups will not be permitted to check-in or proceed with their event.

Please remember that each group must also send in any changes to its contract (arrival/ departure dates, group size, amenities) a minimum of one (1) week **BEFORE** the arrival date; otherwise, the group will be held responsible for days, rooms and meals on the signed contract. Any changes after this date cannot be guaranteed; note that a \$50 late request fee will be incurred if we are able to accommodate the requested change(s).

Our Conferences & Events staff will work hard prior to your arrival and during your stay to make your event on the UVa-Wise campus a success. If you have any questions or comments, please do not hesitate to contact us.

#### Julie Scott

Director of the Slemp Student Center  
276/376-1000 phone  
276/376-4623 fax  
jba4f@uvawise.edu

#### Chris Davis

Assoc. Director of the Slemp Student Center  
276/376-4513 phone  
276/376-4623 fax  
cdd3s@uvawise.edu

## T I M E L I N E & C H E C K L I S T

### WHEN PLANNING YOUR EVENT

- Receive and review your 2010 Conferences & Events information booklet.
- Complete all information on the applicable conference contract.
- Return signed contract, Certificate of Insurance (COI), and applicable non-refundable deposit (*see payment section*).
- Receive and review your Confirmation Packet, including attendee numbers, meals, etc. which are utilized in determining the total balance of your conference event.

### PRIOR TO ARRIVAL **\*\*\*These must be received before check-in day to assist us in preparing for your group.\*\*\***

- Send in ANY changes to your contract (arrival/departure dates, group size, amenities)...these MUST be made a minimum of one (1) week BEFORE your group's arrival date; otherwise, the group will be held responsible for days, rooms and meals on the signed contract. Any changes after this date cannot be guaranteed and will incur a \$50 late request fee if the change(s) request can be accommodated.
- Residential groups, please complete and return the Participant Assignment Roster (included in Confirmation Packet).

**\*\*\*Note: ALL information must be complete prior to your group's arrival. No group will be permitted to check-in without a signed contract, deposit and COI on file.\*\*\***

### THE DAY/FIRST DAY OF YOUR CONFERENCE/EVENT

- All groups check-in at the Check Desk (3rd floor of the C. Bascom Slemple Student Center (SSC)) during their SCHEDULED check-in time — note, residential groups will receive their Welcome Box and room keys (Keys are distributed in key envelopes and also must be returned in these envelopes upon check-out). You are now ready to start your event!

### THROUGHOUT YOUR CONFERENCE/EVENT

- Notify a Conferences & Events staff member of any maintenance or housekeeping concerns via a written work order (available at the SSC 3rd floor Check Desk) to ensure timely service.
- Notify Conferences & Events staff immediately if any keys are lost.
- If any group members depart before the scheduled checkout date, immediately return keys in the provided key envelopes to the SSC 3rd floor Check Desk.

### FINAL DAY OF YOUR CONFERENCE/EVENT

- Check-out at the SSC 3rd floor Check Desk during your SCHEDULED check-out time. **\*\*\*Note: Failure of groups to check-out during designated times affects facility cleaning schedules and other group check-in times, and thus will result in an improper check-out charge of \$100.\*\*\*** At this time, also return keys in provided key envelopes to the SSC 3rd floor Check Desk ONLY...a \$50 per key re-keying charge will result for keys not returned properly.
- Pre-reserve date(s) for your next year's event, if applicable.

### WITHIN TWO WEEKS AFTER CHECK-OUT

- All groups will receive a complete statement (original balance, deposit received, plus any resulting charges including damages, copy, re-keying, improper check-out, etc.), with any remaining balance to be paid NET 30 from receipt of invoice (note: for those band camps that enrolled in a payment plan, you will receive payment plan coupons with full final balance due by December 31, 2010. If balance in full has not been received by December 31, pre-reservations will be void.)
- Return enclosed Conferences & Events Evaluation to: Julie Scott / UVA-Wise Conferences & Events / One College Avenue / Wise, VA 24293.

## C O N F E R E N C E / E V E N T I N F O R M A T I O N

### \*\*\*CAMPUS IMPROVEMENT PROJECTS\*\*\*

Throughout the year but especially during the summer months, The University of Virginia's College at Wise strives to improve campus amenities and facilities prior to the start of the College's academic year. As a result, conference individuals and groups may notice a variety of projects taking place in and around our facilities. As we make every effort to alleviate any inconvenience to our groups, we ask that you please be understanding as we complete these necessary upgrades. Entry into work/construction zones is prohibited.

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### COLLEGE & GROUP RESPONSIBILITIES

**COLLEGE RESPONSIBILITIES** The College will provide campus housing and other facilities as stated in the contract.

The College assumes no responsibility for accidents and/or lost or stolen property incurred by users or group members. The user further agrees to hold the College harmless from any and all suits or claims resulting from the activities of the user and the participants.

UVa-Wise reserves the right to enter any room for purposes of inspection, policy enforcement, maintenance or emergencies. UVa-Wise may also remove disruptive group members from College residential facilities. No refunds will be provided.

**GROUP RESPONSIBILITIES** The sponsoring party/group leader(s) assumes full responsibility for the actions of the group members using College facilities and is financially responsible for any and all damages to facilities during the group's stay, including loss of keys, phones, equipment, etc. Groups are expected to abide by all federal, state and local laws and ordinances which may now or hereafter be enacted during the contract period. Groups are also expected to comply with rules and regulations relating to College housing as set forth in the Student Handbook which is available on-line at [www.uvawise.edu](http://www.uvawise.edu).

**ADULT SUPERVISION** There must be at least one (1) adult supervisor for groups with members under the age of 18. The adult supervisor's name and room number must be listed at the 3rd floor SSC Check Desk.

**INSURANCE/LIABILITY COVERAGE** ALL residential conference groups MUST provide a valid Certificate of Insurance (COI) naming the College as an additional insured with their signed contract. The general liability insurance coverage maintained by the group shall include, but not be limited to, the following: *Premises-Operations (leased premises) and Contractual Liability* with minimum amounts of: bodily injury per person - \$1,000,000 and property damage per accident - \$1,000,000. The following is the proper name to be listed as additional insured: *The Commonwealth of Virginia, and the Rector and Visitors of the University of Virginia, its divisions, its officers, employees, and agents.*

Additionally, all general events/weddings utilizing outside caterers (that have been exempted from using Chartwell's Dining Services) or that are pre-authorized and licensed to serve alcohol during their event MUST provide a valid Certificate of Insurance (COI) naming the College as an additional insured with their signed contract. The group leader/contact should ask his/her personal homeowner's insurance agent to issue a one-day or event COI. Groups using an outside caterer may provide the caterer's COI with their signed contract also listing the above as an additional insured.

**MASTER KEYS** Residential conference groups that request a master residential facility key bear a great responsibility. In the event that the master facility key is lost, the conference group will be charged a \$50 per key re-keying fee for ALL facility rooms (note that suite and apartments require both entry door and individual bedroom door re-keying). Please carefully consider this before requesting a master key.

**DEPOSIT** Summer residential groups will pay a 20% non-refundable deposit based upon the total estimated conference cost by April 15, 2010; for any residential groups registering after April 15, the 20% non-refundable deposit is due with the reservation and contract. General events and weddings require a 50% non-refundable deposit based upon the total estimated event cost to be submitted with contract at time of reservation.

Any and all changes in numbers must be provided one (1) week PRIOR to the event date, otherwise billing is based upon original numbers provided. Any changes after this date cannot be guaranteed and will incur a \$50 late request fee if the change(s) request can be accommodated.

**PAYMENT OF FINAL BALANCE** The remaining balance for each conference group or event must be taken care of as follows:

GENERAL EVENTS (birthday party, reception, shower, etc.) & WEDDINGS will receive a Conferences & Events invoice for the

the full remaining balance from the original contract plus any additional charges (i.e. damages, re-keying, etc) incurred during the event. Payment in full is due NET 30 (i.e. due within 30 days) upon receipt of the invoice.

BAND CAMPS may choose from one of two options for payment of remaining balance due that would also include any additional charges incurred during their conference that were not outlined in their original contract (i.e. damages, lost keys, copies, etc.):

- 1 - payment in full of remaining balance plus any additionally incurred charges is due NET 30 upon receipt of invoice, or
- 2 - entering into a 4-month, interest-free payment plan with final balance due by December 31, 2010 (application included with contract). The plan requires a separate \$35 non-refundable application fee (included in a check separate from the deposit) and would include four (4) equal monthly payments due by the 25th day of September, October, November, & December. Any payments received after the last day of any month would incur a \$10 late fee. There will be a \$25 service charge for any payments returned for insufficient funds (NSF) or that are otherwise not collectible. Failure to make timely payments may negate the terms of the payment plan, and any balances remaining after December 31, 2010, may be turned over to a collection agency. Note: If the payment plan application is not completed and returned with a separate \$35 application fee with your signed contract and deposit, it will be assumed that you plan to use the Net 30 payment option.

**RESPECT TO COLLEGE PERSONNEL** All conference groups and their members must be respectful to Conferences & Events staff members, as well as other members of the College community. Conferences & Events staff members are to insure that groups maintain College policies, procedures and safety standards, and thus, when necessary, will make requests in accordance with the enforcement of stated policies in a courteous and respectful manner. Groups should also be reminded that campus offices remain open throughout the summer and should be reminded to be considerate as they travel from facility to facility.

**ROOMMATE ISSUES** The College reserves blocks of rooms for conference groups who then make their own room assignments, therefore group leaders are responsible for addressing any and all roommate issues among their own members.

## **FACILITIES**

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**CAMPUS ELEVATORS** Campus elevators must be treated with respect and should not be used for amusements. Excessive or unnecessary use of the elevators may cause them to not operate properly.

**COLLEGE PROPERTY/FURNITURE** Conference participants must treat College property, furniture, and facilities in an appropriate manner to insure no damage occurs during the group's stay on campus. Groups will be charged for any resulting damages and/or for any furniture that has been changed, moved and/or removed from campus facilities, including residence hall rooms or common areas.

**HOUSEKEEPING IN RESIDENTIAL FACILITIES** The College's Housekeeping staff cleans and prepares individual rooms prior to the arrival of each conference group. Residence hall public restrooms and lobbies are maintained by the Housekeeping staff each weekday. All other necessary cleaning and trash removal (trash bags provided) during your stay must be done by the conference group members. Please remember, these are collegiate residence halls and not hotel-type rooms with maid service available.

**ICE MACHINES** Free ice is available to conference groups from machines located in Culbertson and Henson Halls for residential groups, and the 5th floor of the Slemp Student Center and the Cantrell Banquet Hall for general events.

**LOST/NON-RETURNED RESIDENTIAL KEYS** There will be a room re-keying fee of \$50.00 per lost or non-returned key. Please immediately see a member of the Conferences & Events staff for assistance with lost keys during your stay. Keys must be returned upon check-out to the SSC 3rd floor Check Desk, or applicable fees will be billed to the group's final invoice. Additionally, any conference residential group that loses their requested master facility key will be charged a \$50 per key re-keying fee for ALL facility rooms (note that suite and apartments require both entry door and individual bedroom door re-keying). NOTE: 'Found' keys mailed/returned after departure do not negate the room re-keying charge(s) as rooms are re-keyed immediately after a group's departure in anticipation of the next group's arrival.

**MAINTENANCE ISSUES** For maintenance concerns, Work Order forms are available and should be completed at the SSC 3rd floor Check Desk.

**PARKING** Residential conference groups will park in the Culbertson Hall lot. Additional parking is available at Greear Gymnasium. General events will be assigned parking in consideration of event location.

**PORCHES, BALCONIES AND ROOFS** Porches and balconies must be kept clean and clear. No furniture or chairs may be left outside. Clothing, towels, etc. may not be hung from porches, railings or any other outside areas. **ALL BUILDING ROOFS ARE OFF-LIMITS.**

**QUIET HOURS/NOISE** To insure the comfort of all our groups, courtesy quiet hours are in effect from 10 pm each night until 8 am the following morning. We ask that all group members please be considerate of others for any noise(s) that may carry outside of individual rooms/suites. Most College offices maintain year-round office hours each weekday, so please also be considerate of them for your daytime event or as your residential group travels to/from practice fields, classrooms, residence halls, etc.

**RESIDENTIAL ROOMS** Residence hall rooms provide groups and their members reasonably comfortable and clean 'no frills' accommodations, including: twin beds, chest of drawers, closets/wardrobes, and study desks with chairs. No linens, pillows or blankets are provided

(linen packets are available for rent prior to your arrival...see *Rentals section*). Bathroom facilities are shared in large halls and in individual suites and apartments. Telephone, internet, and cable service is available in the rooms, but groups/members must provide their own equipment (i.e. telephone, computer, TV) in order to utilize these services.

**SHARED COMMON AREAS IN RESIDENTIAL FACILITIES** More than one conference group may reside in a residence hall at a given time. For this reason, all groups should be courteous to one another and be willing to share the lobbies, lounges and other common areas for group check-in/information tables, down-time, etc.

**TRASH** Residential groups are provided with trash bags, however conference groups are responsible for taking their own trash to their assigned residence hall's dumpster; please do not place trash in the hallways; there is no building trash pick-up. Special and single day events are provided with on-site trash removal. A \$25 housekeeping fee will be incurred for trash not removed.

**VENDING IN RESIDENTIAL FACILITIES** Coin-operated washers and dryers, as well as soft drink and snack machines are available in/near all residence halls. Free ice machines are available in Culbertson and Henson Halls.

## **POLICIES & PROCEDURES**

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**ALCOHOL** The College abides by all state laws and regulations regarding alcohol usage and consumption. Alcohol consumed by those of legal drinking age must be confined to personal rooms and is not permitted in common areas and general use spaces including balconies, lounges, hallways, etc. (unless pre-authorized and licensed for a single day/special event).

**CHECK IN & CHECK-OUT** Group check-in hours may be scheduled Monday-Friday 8 am - 8 pm and at varying weekend times at the Check Desk located on the 3rd floor of the C. Bascom Slemp Student Center. All groups have a designated check-in time (denoted in the Confirmation Packet) and a designated check-out time for their particular event (note: residential groups will receive/return keys at his time/location, too.).

Failure of groups to check-out during designated times affects facility cleaning schedules and other group check-in times, and thus will result in an improper check-out charge of \$100. Conferences & Events reserves the right to remove personal belongings remaining in any rooms after the group's designated check-out time.

For any special or extraordinary circumstances pertaining to check-in and check-out, please notify the Office of Conferences & Events as soon as possible at 276-376-1000.

**FIRE SAFETY** Each time a fire alarm sounds, it is mandatory for ALL guests to evacuate the building. Tampering with smoke detectors is prohibited. Candles, incense, extension cords, space heaters, hot plates, multi-plug outlets without surge protectors, automatic drip coffee makers, and toasters/toaster ovens are not permitted in campus housing facilities. Housing & Residence Life reserves the right to confiscate these items.

**MEDICAL EMERGENCIES** For assistance with medical emergencies, groups should contact Campus Police at 276-328-COPS (2677). Campus Police will be able to provide directions to the local medical facilities, or if necessary, contact EMS and direct them to the campus location of an emergency.

**PHYSICAL VIOLENCE/PROFANITY** Group members are not permitted to use physical violence (ex. pushing, hitting, etc.) or profanity for any reason during their campus stay. Any group members involved in physical violence will be removed from campus.

**PERSONAL SAFETY & SECURITY** In the interest of personal safety, all group members should exercise good judgment, keep their doors locked at all times, always travel in pairs, and use the emergency call boxes on campus if they need assistance. Group members should not bring valuables with them during their stay. Please report any suspicious activity to a member of the Conferences & Events staff or to Campus Police immediately. The College is not responsible for lost or stolen articles.

**PROHIBITED ITEMS** The following items are NOT permitted in campus facilities — firearms, knives, guns (including BB/pellet guns), bows and arrows, fireworks of any kind, explosives, and/or other dangerous weapons. Also prohibited in campus housing facilities are: air conditioners, beer kegs, cooking appliances, extension cords (other than power strips with reset buttons), pets, and television antennas. Housing & Residence Life reserves the right to confiscate these items and remove group members from campus if any such items are found in a group member's room or in his/her possession.

**TOBACCO/SMOKING** All campus buildings are tobacco-free (including smoking and smokeless tobaccos). Use of all tobacco products is prohibited in all College facilities, including seating areas/stands of outdoor athletic facilities, as well as within 25 feet of the entrance of any College indoor/outdoor facility. Receptacles are placed near facilities for the collection of waste tobacco products.

**VISITATION** Conference guests are permitted to have visitors between the hours of 8 am - 10 pm, seven days a week. Visitors must be accompanied by a group member at all times. Group members are responsible for informing their visitors of College policies and procedures. Any violations of policies can result in the removal of the group member and/or visitor. No overnight visitors are permitted.

## **RENTALS** (see *RATES* section for applicable fees)

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**CHAIRS & TABLES** Chairs and round (48" and 60"), rectangle (4', 6' and 8'), bistro (18"), and serpentine (4') tables are available for rent to meet the needs of your special event. Chair/table fees include set-up/tear down at a single location. NOTE: Conferences & Events does not have tablecloths available.

**COPIER SERVICE** Copier service is available for conference groups for a per copy fee during regular business hours, Monday-Friday, in the Division of Student Affairs Office on the lower-level of Cantrell Hall. Copy fees will be added to your group's final invoice. Please inquire at the SSC 3rd floor Check Desk after your arrival for more information.

**LINEN PACKETS** Linen packets are available for rent prior to your group's arrival on campus. A single linen packet includes one (1) blanket, two (2) twin-size sheets, one (1) bath towel & washcloth, and one (1) pillow & pillow case. These packets will be delivered to individual rooms prior to your arrival for use throughout your group's stay, however, beds will not be made. For an additional charge, beds will be made prior to your group's arrival (beds will not be made on any other days).

**MEALS** Campus dining services are available throughout most of the summer. You may arrange, prior to your arrival, for breakfast, lunch and/or dinner to be available for your group. Three daily dining hall meals are available each weekday (breakfast 7-8 am; lunch 11:30 am-12:30 pm; dinner 5-6 pm) at a reduced rate for groups of 25+. The Dining Hall is closed on weekends, but is available to groups of 25+ if scheduled in advance (brunch 11:30 am-12:30 pm; dinner 5-6 pm). Residential groups of 25+ will receive assigned dining times in their Confirmation Packet. A Catering Menu for formal events is available upon request.

**MEETING SPACE** A variety of meeting spaces are available in campus facilities across campus. Some locations require an additional fee due to size, location, and equipment requests. The General Information section of the Conference Contract contains meeting space information.

**MISCELLANEOUS** Several other rental items are available to meet the needs of each conference group, including: microfridges, stages, pop-up tents, portable sound system (speakers/microphones/CD player/technician), sandwich/display boards, pole & drape system, pole & chain dividers, campus/local transportation, audio-visual equipment, as well as a personal conference assistant to assist your group throughout your stay with us.

**RECREATIONAL FACILITIES** A variety of recreational spaces are available campus-wide, including: gymnasium/court space, indoor swimming pool, tennis courts, and racquetball courts.

**RESIDENCE HALLS/ROOMS** Residence hall rooms provide groups and their members reasonably comfortable and clean 'no frills' accommodations (see Facilities section for more details). No linens, pillows or blankets are provided (linen packets are available for rent prior to your arrival...see above). Bathroom facilities are shared on each floor in large halls and within individual suites and apartments.

## L O C A T I O N S & S E T - U P S

A variety of scenic campus locations are available for your special event. The descriptions below will assist you in selecting the perfect location for your event. Note that all capacity numbers are maximum capacity and are affected by set-up style. Please consult the *RATES* section for more information about applicable fees. All requests are subject to availability.

*NOTE: ~ Class/conference rooms are subject to availability due to courses during fall, spring & summer months.*

*~ Current students and employees, as well as alumni, are eligible for special facility rates*

*~ Prices subject to change for special or extraordinary requests and/or set-ups.*

*~ Summer residential band camps of 25+ are provided an outdoor practice facility (and indoor rainsite) at no additional charge.*

*~ Wedding facilities fees also include use of the facility for setup the day before the event & designated dressing rooms on event day.*

**ATHLETIC/RECREATIONAL FACILITIES** Several athletic facilities are available for your event. The walking track surrounding Greear Gymnasium (see below) provides an ideal location for an outdoor conference or convention-type event. Additionally, the Greear Gym indoor, junior-Olympic pool provides an ideal location for pool parties year round. The intramural recreation field provides a lighted location for events that may occur or extend into the evening hours. The Humphreys Tennis Complex and the Smith Stadium astroturf field are available only for single day and/or residential athletic camps.

**CAMPUS LAKE** The Campus Lake provides a scenic location for your moderate-sized event on the lower-campus. The lake has a fountain, courtyard and an adjacent lawn. An historic capital from atop the original Rotunda on permanent loan from The University of Virginia is also on-site. Restroom facilities are available in nearby Cantrell Hall, Culbertson Hall and McCrary Hall. *Note: The Campus Lake will only be available after July 1.*

**CANTRELL BANQUET HALL** This large, newly renovated space is located on the upper floor of Cantrell Hall and offers a wide variety of set-up and arrangement options for your event. The space includes an ice machine that is available for use. Restrooms are also conveniently located.

**CHAPEL OF ALL FAITHS** This facility on the lower-campus, provides an ideal setting for your small event. The Chapel is air-

conditioned and will seat up to 120 people. Approximately 100 upholstered seats are included in the Chapel rental fee (*See RATES for applicable fees if you choose not to use the Chapel seats.*). Restrooms and a catering kitchen (microwave; no stove) are conveniently located in this facility.

**CLASS/CONFERENCE ROOMS** Small and large campus classrooms are available for your events, subject to academic schedules. Small rooms will accommodate groups up to 20, and large rooms will accommodate groups of 20+. Arrangement/set-up options are limited in these spaces, and audio-visual equipment varies in each space.

**GILLIAM CENTER FOR THE ARTS PLAZA** Located adjacent to the campus lake, the plaza is a outdoor courtyard located inside the perimeter of the newly renovated original theatre building. It provides an ideal setting for your moderate-large event.

**GILLIAM SCULPTURE GARDEN** The Betty J. Gilliam Sculpture Garden provides a scenic, outdoor venue for your large special event. Two fountains, outdoor sculptures, and a raised platform/stage are complemented by a large surrounding courtyard. Restrooms are conveniently located in each of the adjacent facilities.

**GREAR GYMNASIUM** The vast space of Greear Gymnasium provides numerous set-up and arrangement options for your large event. An upper mezzanine overlooking the main floor provides additional space for your event. Stadium seating is available or may be closed to provide additional floor space. The required floor covering provides a neutral background for your event while protecting the court surface. Restrooms are conveniently located in the adjoining lobby.

**JEFFERSON PLAZA** This scenic, outdoor venue, overlooking the UVa-Wise campus, is located just outside the fourth floor entrance of the Slemple Student Center, adjacent to Darden Hall and Wyllie Library. Small to medium size special events will find this outdoor location ideal. Restrooms are conveniently located in each of the adjacent facilities.

**SSC AMPHITHEATRE** The amphitheatre in front of the Slemple Student Center provides a unique outdoor venue for your event. With graduated seating available adjacent to the building as well as the grass and bluestone courtyards, this outdoor location provides numerous set-up and arrangement options. Restrooms are conveniently located on the first floor of the Student Center.

**SSC ATRIUM** This first floor space in the Slemple Student Center provides a unique setting for your small-medium event. A variety of set-up arrangements are available. Use of this space requires availability of ADA access for the facility be maintained at all times.

**SSC DOGWOOD & RHODODENDRON ROOMS** These fifth floor Slemple Student Center rooms offer a scenic view of the campus in a modern setting. Your large event can be hosted comfortably in either/both of these rooms — the Dogwood Room will accommodate up to 228 people and the Rhododendron Room will accommodate up to 198 people. Restrooms and a small catering kitchen (ice machine, microwave & refrigerator; no stove) are also conveniently located on the fifth floor. Approximately 180 upholstered seats and a limited number of tables are included in the rental fee of either room (*See RATES for applicable fees if you choose not to use the upholstered seats.*).

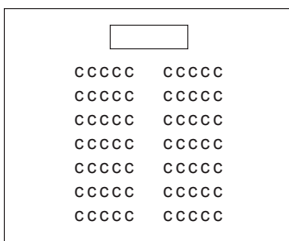
**SSC JEFFERSON LOUNGE** The Jefferson Lounge is located on the fourth floor of the Slemple Student Center. Accommodating up to 59 people, it provides an intimate setting for your special event. Referred to as the ‘campus living room,’ it includes a rock fireplace and leather seating (*may be removed upon request; see RATES for other furniture options*). Restrooms are conveniently located in the building on the fourth floor, as well as on the first floor.

**SUNKEN GARDEN (Crockett Hall)** The sunken garden, located adjacent to Crockett Hall, provides a natural stone and green space, as well as an adjoining bluestone courtyard, for your medium or large outdoor event on the lower-campus. Restrooms are conveniently located in adjacent facilities.

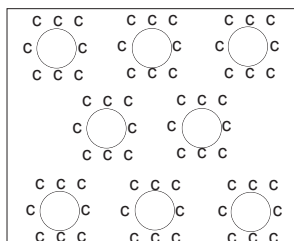
**SET-UPS** There are several basic set-up styles outlined below that you may request for your event. You also have the option to create your own set-up style; a detailed description must accompany your contract.

Please consult the RATES section for more information about applicable fees. All requests are subject to availability.

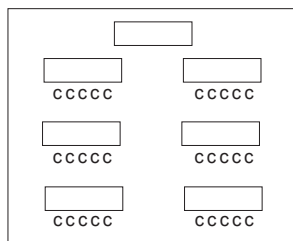
c - chair      ○ - round table      □ - rectangle table



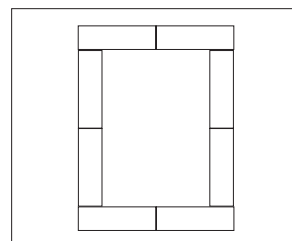
auditorium



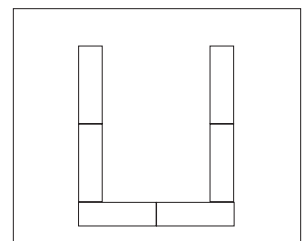
banquet



class



conference



exhibit



# RESIDENCE HALL INFORMATION



**COMMONWEALTH HALL** This new residence hall is air-conditioned and hard-wired for internet access.

The hall features double occupancy rooms with common bathroom, study room and lounge on each floor. Rooms are furnished with beds, closets, chests, desks w/chairs, and blinds.



**CULBERTSON HALL** This co-ed facility is air-conditioned and hard-wired for internet access.

The hall features two double rooms that share a bathroom/shower. Rooms are furnished with beds, closets, chests, desks w/chairs, and blinds.



**HENSON HALL** This co-ed facility is air-conditioned and hard-wired for internet access.

It features two double rooms that share a bathroom/shower. Rooms are furnished with beds, closets, chests, desks w/chairs, and blinds.



**HOUSE** A group of six can stay in each of the one available house.

These three-bedroom houses feature a full kitchen, a living room with a single high speed internet port, and one full bath. They are furnished with beds, chests, closets, blinds, partially furnished living rooms, and dining table with chairs.



**MARTHA RANDOLPH HALL** This suite-area residential facility is air-conditioned. Each unit is hardwired for internet access.

These two-bedroom units are furnished with beds, chests, desks w/chairs, closets, and blinds. These units have a bathroom and a common area with sofa, coffee table, end tables, and love seat.



**MCCRARAY HALL** This residence hall with double occupancy rooms is hard-wired for internet access.

Each floor has a common bathroom. Male and female residents live on separate wings of the building. Rooms are furnished with beds, closets, chests, desks w/chairs, and blinds. Built-in desk lamps are furnished on the women's wing.



**THOMPSON HALL** These two and three bedroom apartments are hardwired for internet access.

They are furnished with beds, wardrobes, chests, desks w/chairs, and blinds. Each apartment has one full bath and one half bath, furnished living room, small table and chairs, and a full kitchen.



**TOWNHOUSE APARTMENTS** These are two-story, two-bedroom apartments.

Each features a full kitchen, living room with a single high speed internet port, one full bath and one half bath. Each is furnished with lofted beds, chests, closets, blinds, furnished living rooms, and dining table with chairs.



	COMMONWEALTH	CULBERTSON	HENSON	HOUSE	M. RANDOLPH	MCCRARY	THOMPSON	TOWNHOUSES
air conditioned	◆	◆	◆		◆			
alcohol-free facility	◆			◆		◆		
apartment/suite style					◆		◆	◆
bunkable beds	◆	◆	◆	◆	◆	◆	◆	◆
carpeted bedrooms	◆	◆	◆		◆		◆	◆
classroom in facility	◆	◆	◆					
co-ed	◆	◆	◆		◆	◆	◆	◆
ethernet connections	◆	◆	◆		◆	◆	◆	
handicap accessible	◆	◆	◆		◆	◆	◆	
high-speed internet <small>(single port in living room)</small>				◆				◆
kitchen in unit				◆			◆	◆
laundry facilities in building	◆	◆	◆	◆		◆		◆
loft kits	provided in Townhouses; available for rent in most other halls							
meal plan options	19	19	19	12 or 19	19	19	12 or 19	12 or 19
ping-pong, pool or foosball			◆			◆		
semi-pvt./pvt. bath in unit		◆	◆	◆	◆		◆	◆
tobacco-free facility	all spaces in all residential facilities are tobacco-free							
vending machines in facility	◆	◆	◆					
total residents	125	122	112	6 per house	48	223	47	38
year of construction	2009	2006	2000	1958	1994	1973	1988	1971

**\*\*\*ALL RATES ARE PER EVENT / SET-UP / 24-HOUR PERIOD UNLESS NOTED OTHERWISE\*\*\***

## CHAIRS & TABLES

Chairs	\$1.00 per chair, per event (i.e., one (1) set-up/take-down location)
Tables	\$7.00 per table, per event/set-up (round, rectangle, bistro, or serpentine available)

## COPIER SERVICE

Single page copy	\$0.10
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## FACILITIES

	GENERAL EVENTS (PER DAY)	WEDDINGS
<b>Athletic Facilities</b>		
~ Greear Gymnasium	\$300.00	\$500.00
~ Humphreys Tennis Complex*	\$150.00	--
~ Recreation (intramural) Field	\$150.00	--
~ Smith Stadium AstroTurf Field*	\$150.00	--
~ Swimming Pool	\$50.00/2 hr. event; \$25.00 addl. hr.	--
~ Track	\$150.00	--
Campus Lake (available after July 1)	\$300.00	\$500.00
Cantrell Banquet Hall	\$300.00	\$500.00
Chapel of All Faiths	\$200.00	\$350.00
Class/Conference Rooms - small (<20)	\$100.00	--
Class/Conference Rooms - large (20+)	\$200.00	--
Gilliam Center for the Arts Plaza	\$300.00	\$500.00
Gilliam Sculpture Garden	\$300.00	\$500.00
Jefferson Plaza	\$300.00	\$500.00
<b>Slemp Student Center Facilities</b>		
~ Amphitheatre	\$300.00	\$500.00
~ Atrium	\$150.00	\$300.00
~ Dogwood Room/Art Gallery	\$200.00	\$350.00
~ Jefferson Lounge (limited set-up options)	\$150.00	--
~ Rhododendron Room	\$200.00	\$350.00
Sunken Garden (Crockett Hall)	\$300.00	\$500.00

Please note: ~ Athletic facilities denoted by \* are available only for use for residential and/or single day athletic camps.  
 ~ Class/conference rooms are subject to availability due to courses during fall, spring & summer months.  
 ~ Current students and employees, as well as alumni, are eligible for special facility rates  
 ~ Prices subject to change for special or extraordinary requests and/or set-ups.  
 ~ Summer residential band camps of 25+ are provided an outdoor practice facility (and indoor rainsite) at no additional charge.  
 ~ Wedding facilities fees also include use of the facility for setup the day before the event & designated dressing rooms on event day.

## LINEN PACKETS

Single Bed Packet (2 sheets, 1 pillow & pillowcase, 1 bath towel & washcloth)	\$15.00
Bed-making Fee (per bed, available on check-in day only)	\$2.50

## LODGING

McCrary Hall (per person, per night)	\$19.50
All other Halls/Houses (per person, per night)	\$23.50

## MEALS

	WEEKDAYS	WEEKENDS
Breakfast (per person, single meal)	\$4.75	--
Lunch (per person, single meal)	\$6.35	--
Brunch (per person, single meal)	--	\$6.35
Dinner (per person, single meal)	\$7.90	\$7.90
Group rate for 25+ members (per person, breakfast/lunch/dinner in single weekday)	\$17.75	--

## MISCELLANEOUS

Microfridge unit (pre-registration required; not available after check-in)	\$20.00 per week/ \$40.00 for length of stay
Personal Conference Assistant	\$15.00 per hour
Pole & Chain Dividers	\$30.00
Pole & Drape System	\$30.00
Portable Sound System (speakers/microphones/CD player/technician)	\$150.00
Pop-up Tents (10'x10')	\$30.00
Sandwich/Display Boards	\$5.00
Stage - small (8'x16')	\$30.00
Stage - medium (12'x24')	\$55.00
Stage - large (16'x32')	\$80.00

## GENERAL INFORMATION

**Wedding name** \_\_\_\_\_ **Expected number of attendees** \_\_\_\_\_  
**Billing address** \_\_\_\_\_  
Street Address / Post Office Box City State Zip  
**Wedding Leader** \_\_\_\_\_ **E-mail** \_\_\_\_\_  
**Contact numbers** ( ) \_\_\_\_ - \_\_\_\_ W; ( ) \_\_\_\_ - \_\_\_\_ Cell; ( ) \_\_\_\_ - \_\_\_\_ H; ( ) \_\_\_\_ - \_\_\_\_ FAX  
**Wedding Contact 2** \_\_\_\_\_ **E-mail** \_\_\_\_\_  
**Contact numbers** ( ) \_\_\_\_ - \_\_\_\_ W; ( ) \_\_\_\_ - \_\_\_\_ Cell; ( ) \_\_\_\_ - \_\_\_\_ H; ( ) \_\_\_\_ - \_\_\_\_ FAX

## EVENT INFORMATION

**\*\* Consult RATES section for more information about varying fees. All location/set-up/special requests are subject to availability. There is no additional location/set-up fee for rehearsal dinners and receptions that utilize the SAME LOCATION AND SAME SET-UP.\*\***

**PLEASE NOTE WHETHER THE FOLLOWING WILL BE ON-CAMPUS OR OFF-CAMPUS, AND COMPLETE THE APPROPRIATE SECTION BELOW FOR ON-CAMPUS EVENTS:**

- |                     |                                     |                                    |
|---------------------|-------------------------------------|------------------------------------|
| REHEARSAL & WEDDING | <input type="checkbox"/> Off-campus | <input type="checkbox"/> On-campus |
| REHEARSAL DINNER    | <input type="checkbox"/> Off-campus | <input type="checkbox"/> On-campus |
| RECEPTION           | <input type="checkbox"/> Off-campus | <input type="checkbox"/> On-campus |

### REHEARSAL & WEDDING

REHEARSAL Th Fr Sa Su Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Time \_\_\_\_ am / pm  
 WEDDING Th Fr Sa Su Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Time \_\_\_\_ am / pm  
**LOCATION REQUEST** Campus Lake Cantrell Banquet Hall Chapel of All Faiths Gilliam Center for the Arts Plaza  
 Gilliam Sculpture Garden Greear Gymnasium Jefferson Plaza SSC Amphitheatre SSC Atrium  
 SSC Dogwood Rm/Gallery SSC Rhododendron Room Sunken Garden  
**SPECIAL REQUESTS** sound system pole/drape system pole/chains stage (S M L) pop-up tent  
 sandwich board personal conference asst. other \_\_\_\_\_  
**SET-UP REQUEST** auditorium banquet other (attach details)  
**INDOOR RAINSITE ASSIGNMENT** *if applicable (assigned by UVa-Wise Conferences & Events staff)* \_\_\_\_\_

**REHEARSAL DINNER** Th Fr Sa Su Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Time \_\_\_\_ am / pm  
*NOTE: Chartwell's Dining (276-328-5514) has the right of first refusal for all on-campus catering. If you prefer not to use them, you must request an exemption from them by completing a Chartwell's Catering Exemption Form (available on the Conferences & Events webpage or by request) and submit it as part of this contract.*  
 If on campus, will catering be done by Chartwell's at UVa-Wise?  Yes  No...Chartwell's Catering Exemption Form attached  
 If on campus, is location same as Rehearsal site?  Yes  No - location \_\_\_\_\_ (separate location fee required)

**OTHER** \_\_\_\_\_

### RECEPTION Th Fr Sa Su Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Time \_\_\_\_ am / pm

*NOTE: Chartwell's Dining (276/328-5514) has the right of first refusal for all on-campus catering. If you prefer not to use them, you must request an exemption from them by completing a Chartwell's Catering Exemption Form (available on the Conferences & Events webpage or by request) and submit it as part of this contract.*

If on campus, will catering be done by Chartwell's at UVa-Wise?  Yes  No...Chartwell's Catering Exemption Form enclosed  
**LOCATION REQUEST** Campus Lake Cantrell Banquet Hall Chapel of All Faiths Gilliam Center for the Arts Plaza  
 Gilliam Sculpture Garden Greear Gymnasium Jefferson Plaza SSC Amphitheatre SSC Atrium  
 SSC Dogwood Rm/Gallery SSC Rhododendron Room Sunken Garden  
**SPECIAL REQUESTS** sound system pole/drape system pole/chains stage (S M L) pop-up tent  
 sandwich board personal conference asst. other \_\_\_\_\_  
**SET-UP REQUEST** auditorium banquet other (attach details)  
**INDOOR RAINSITE ASSIGNMENT** *if applicable (assigned by UVa-Wise Conferences & Events staff)* \_\_\_\_\_

**OTHER** \_\_\_\_\_

# FEE SUMMARY / DEPOSIT CALCULATION FORM

*\*\*This is the summary of applicable fees based on numbers you have provided. Deposits & remaining balances are calculated from this form, unless we are notified of changes within one (1) week of your event date. Any additional charges incurred during your event will be billed after your event ends.\*\**

Wedding name \_\_\_\_\_ Contact \_\_\_\_\_

## ESTIMATED COSTS

Please complete all applicable sections below. See RATES for more information.

*Facilities: All fees are per event/per set-up. Includes use of the facility/set-up the day before the event & designated dressing rooms on event day. Alumni and current students/employees are eligible for 50% facility rate discount for their events.*

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Campus Lake, avail. after July 1 (\$500) | <input type="checkbox"/> Cantrell Banquet Hall (\$500)             | <input type="checkbox"/> Chapel of All Faiths (\$350)         |
| <input type="checkbox"/> Greear Gymnasium (\$500)                 | <input type="checkbox"/> Gilliam Center for the Arts Plaza (\$500) | <input type="checkbox"/> Gilliam Sculpture Garden (\$500)     |
| <input type="checkbox"/> Jefferson Plaza (\$500)                  | <input type="checkbox"/> SSC Amphitheatre (\$500)                  | <input type="checkbox"/> SSC Atrium (\$300)                   |
| <input type="checkbox"/> SSC Dogwood Room/Art Gallery (\$350)     | <input type="checkbox"/> SSC Rhododendron Room (\$350)             | <input type="checkbox"/> Sunken Garden (Crocket Hall) (\$500) |

\$ \_\_\_\_\_ facilities total x \_\_\_\_\_ number of events/days = \$ \_\_\_\_\_

**OFFICE USE ONLY**

= \$ \_\_\_\_\_

*Miscellaneous: All fees are per event/per set-up. See RATES for more information.*

Chairs: \_\_\_\_\_ quantity x \$ 1.00 each x \_\_\_\_\_ number of set-ups = \$ \_\_\_\_\_

Personal Conference Assistant: \_\_\_\_\_ quantity x \$15.00 per hour = \$ \_\_\_\_\_

Pole & Chain: \_\_\_\_\_ quantity x \$30.00 each x \_\_\_\_\_ number of set-ups = \$ \_\_\_\_\_

Pole & Drape: \_\_\_\_\_ quantity x \$30.00 each x \_\_\_\_\_ number of set-ups = \$ \_\_\_\_\_

Pop-up Tent: \_\_\_\_\_ quantity x \$30.00 each x \_\_\_\_\_ number of set-ups = \$ \_\_\_\_\_

Sandwich Board: \_\_\_\_\_ quantity x \$ 5.00 each x \_\_\_\_\_ number of set-ups = \$ \_\_\_\_\_

Sound System: \_\_\_\_\_ quantity x \$150.00 each x \_\_\_\_\_ number of set-ups = \$ \_\_\_\_\_

Stage:  small (8'x16') \$30.00 x \_\_\_\_\_ number of set-ups = \$ \_\_\_\_\_

medium (12'x24') \$55.00 x \_\_\_\_\_ number of set-ups = \$ \_\_\_\_\_

large (16'x32') \$80.00 x \_\_\_\_\_ number of set-ups = \$ \_\_\_\_\_

Tables:  round \_\_\_\_\_ quantity x \$7.00 x \_\_\_\_\_ number of set-ups = \$ \_\_\_\_\_

rectangle \_\_\_\_\_ quantity x \$7.00 x \_\_\_\_\_ number of set-ups = \$ \_\_\_\_\_

bistro \_\_\_\_\_ quantity x \$7.00 x \_\_\_\_\_ number of set-ups = \$ \_\_\_\_\_

serpentine \_\_\_\_\_ quantity x \$7.00 x \_\_\_\_\_ number of set-ups = \$ \_\_\_\_\_

**Total estimated costs** = \$ \_\_\_\_\_

**Non-refundable Required Deposit** (50% of total estimated cost due with reservation) = \$ \_\_\_\_\_

**Remaining Balance** (due NET 30 from event date, plus any additional charges incurred during event) = \$ \_\_\_\_\_

### Wedding Leader Signature

I understand and agree to abide by the terms contained in this contract and the Conferences & Events Agreement booklet. I understand that my group will be billed based on the numbers provided unless I provide changes one (1) week prior to our arrival. Enclosed is the required 50% deposit and Certificate of Insurance (COI) outlining our liability coverage.

Signature \_\_\_\_\_ Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_



One College Avenue ~ Wise, VA 24293

Julie Scott 276/376-1000 | jba4f@uvawise.edu  
Chris Davis 276/376-4513 | cdd3s@uvawise.edu

**\*\*FOR OFFICE USE ONLY\*\***

contract & deposit received \_\_\_\_\_ payment plan / NET 30

confirmed \_\_\_\_\_

final invoice mailed \_\_\_\_\_ payment received \_\_\_\_\_

**Thank you for your interest  
in UVa-Wise Conferences & Events.**

**Call us today —  
we would love to help you plan your event!**



ONE COLLEGE AVENUE  
WISE, VIRGINIA 24293  
[www.uvawise.edu/conferences](http://www.uvawise.edu/conferences)

**Julie Scott**  
Director of the Slemp Student Center  
276/376-1000 phone  
276/376-4623 fax  
[jba4f@uvawise.edu](mailto:jba4f@uvawise.edu)

**Chris Davis**  
Assoc. Director of the Slemp Student Center  
276/376-4513 phone  
276/376-4623 fax  
[cdd3s@uvawise.edu](mailto:cdd3s@uvawise.edu)