STATE OF WEST VIRGINIA

DEPARTMENT OF ADMINISTRATION
WV DIVISION OF PERSONNEL

ORGANIZATION AND HUMAN RESOURCE DEVELOPMENT

"Facilitating Learning, Guiding Visionary Change Efforts, Improving Performance"

Earl Ray Tomblin
Governor

Jason Pizatella
Cabinet Secretary

1900 KANAWHA BOULEVARD, EAST
STATE CAPITOL COMPLEX
BUILDING 6, ROOM B-456
CHARLESTON, WV 25305
TELEPHONE: 304.558.3950 EXT. 57204
FAX: 304.957.0393

Sara P. Walker, Director
Division of Personnel

WVSTC RESERVATION REQUEST FORM

(Building 7 2nd Floor)

Room reservations are processed on a first-come, first-served basis. This form is only a request and does not guarantee a room until it is processed and confirmed by OHRD.

CONTACT INFORMATION

Department/Organization		**Division**	**Section**
Contact Person ☐ **Mr.** ☐ **Mrs.** ☐**Ms.** ☐ **Dr.**		**Address**	
Job Title			
Telephone Number	**Fax Number**	**Interdepartmental Mail:**	**Email**

THIRD PARTY INFORMATION (IF APPLICABLE)

Organization Name	**Contact Person/Job Title** ☐ **Mr.** ☐ **Mrs.** ☐ **Ms.** ☐ **Dr.**	
Address	**Job Title**	**Email**
	Telephone Number	**Fax Number**

EVENT DETAILS

Name of Event (Official Name)			
Purpose of Event			
Date of Event		**Please include Alternate Dates (if flexible)**	
Event Start Time		***Need access before start time?**	**AM / PM**
Event End Time		***Need access after end time?**	**AM / PM**

***Events that take place after regular working hours (8am-5pm, Monday-Friday), or on a State Holiday – User must receive approval from Division of Protective Services 304.558.9911. Additional fees may be involved.

Maximum number of people expected to attend event:	**Estimated security checkpoint time/s:**

ROOM DETAILS

Location Requested (check all possible options AND/OR please specify preference):

☐ **<u>Executive Room</u> - Specs: 20'L x 19'W; Conference Table; Chairs; Maximum of 15 people**
65" LCD Monitor; Teleconferencing; Wireless Internet Access

☐ **<u>Regents Room</u> - Specs: 40'L x 20'W; Tables; Chairs; Maximum of 25 people**
Ceiling Mounted Projector; Projection Screen; Teleconferencing Capabilities, Wireless Internet Access

☐ **<u>Capitol Room</u> - Specs: 74'L x 40'W; Tables; Chairs; Maximum of 120 people**
52" Monitors; Ceiling Mounted Projectors and Screens; Teleconferencing Capabilities, Wireless Internet Access

ROOM DETAILS (CONTINUED)

Please list any equipment that you will be providing and using during your event:

Room Setup Options	Available Equipment
(*MUST BE COMPLETED) **(Please place a check mark next to the setup you are requesting)** ☐ Conference/Hollow Square (*for Capitol Room-up to 50 attendees*) ☐ U-Shape (*for Capitol Room-up to 40-45 attendees*) ☐ Theatre (*Chairs Only*) ☐ Classroom ☐ Group (*for Capitol Room-4 OR 8 per group—**circle preference**—up to 50-60 attendees*) ☐ Head Table/s ☐ Registration Table/s ☐ Special Arrangement (Please attach description/diagram) **(Please see attached diagram for more details)**	**(Please place a check mark next to all items you are requesting)** ☐ Teleconferencing ☐ Projection System ☐ Wireless Internet Access ☐ Podium ☐ Microphone (Wireless) ☐ VCR/DVD ☐ Other: _____

BY SIGNING THIS REQUEST FORM, THE USER HAS COMPLETELY READ AND UNDERSTOOD THE *WV STATE TRAINING CENTER* GUIDELINES AND AGREES TO COMPLY AND BE BOUND BY THE TERMS OF SUCH AGREEMENT. A USE AGREEMENT MUST BE ON FILE WITH OHRD BEFORE CONFIRMATION OF RESERVATION WILL BE GRANTED.

_____
AUTHORIZED SIGNATURE (USER)

_____
PRINTED NAME AND JOB TITLE

_____
DATE SIGNED

SUBMIT COMPLETED FORM WITH SIGNATURE VIA EMAIL, FAX OR MAIL TO THE ATTENTION OF:
THE WVSTC FACILITY SCHEDULER

EMAIL: DOP.Registrar@wv.gov
PHONE: 304.558.3950 EXT. 57204
FAX: 304.957.0393

MAIL: WV DIVISION OF PERSONNEL, OHRD
1900 KANAWHA BOULEVARD, EAST
STATE CAPITOL COMPLEX, BLDG. 6, ROOM B-456
CHARLESTON, WV 25305

OHRD OFFICE USE ONLY

Received: **Database:** **A / D** **Letter:**	_____ _____ **Authorized Signature (OHRD)** **Date Signed** _____ **Printed Name and Job Title**	**Comments:**