

STATE OF WEST VIRGINIA

DEPARTMENT OF ADMINISTRATION

WV DIVISION OF PERSONNEL

ORGANIZATION AND HUMAN RESOURCE DEVELOPMENT

1900 KANAWHA BOULEVARD, EAST
STATE CAPITOL COMPLEX
BUILDING 3, SUITE 500
CHARLESTON, WV 25305
TELEPHONE: 304-558-3950

Mark D. Scott
Cabinet Secretary

Sheryl R. Webb,
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; Table; Chairs; Maximum of 15 people 75" Screen; Wireless Internet Access				
.. <u>Regents Room</u> - Specs: 40'L x 20'W; Tables; Chairs; Maximum of 25 people Ceiling Mounted Projector; Projection Screen; Wireless Internet Access				
.. <u>Capitol Room</u> - Specs: 74'L x 40'W; Tables; Chairs; Maximum of 120 people (or 80 with tables) 2 Ceiling Mounted Projectors and 75" Screens; Wireless Internet Access				

ROOM DETAILS (CONTINUED)

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

Room Setup Options

(*MUST BE COMPLETED)

(Please place a check mark next to the setup you are requesting)

- .. Conference/Hollow Square (*for Capitol Room: up to 50*)
- .. U-Shape (*for Capitol Room: up to 40-45*)
- .. Theatre (*Chairs Only*)
- .. Classroom
- .. Group (*for Capitol Room: 4 OR 8 per group—circle preference—up to 64*)
- .. Head Table/s
- .. Registration Table/s
- .. Special Arrangement (Please attach description/diagram)

(Please see attached diagram for more details)

Available Equipment

(Please place a check mark next to all items you intend to use)

- .. Projection System
 - .. Wireless Internet Access
 - .. Podium
 - .. Microphone
 - .. DVD
- _____

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: 304-414-1857

MAIL: WV DIVISION OF PERSONNEL, OHRD
1900 KANAWHA BOULEVARD, EAST
STATE CAPITOL COMPLEX, BLDG. 3, Suite 500
CHARLESTON, WV 25305

OHRD OFFICE USE ONLY

Received:

Database:

A / D

Letter:

Authorized Signature (OHRD)

Date Signed

Printed Name and Job Title

Comments: