

103 University Union

Office of Student Activities 103 University Union PO Box 1000 Institute, WV 25112

304.766.3288 Fax: 304.766.3309 theunion@wvstateu.edu



## **EVENT REGISTRATION FORM**

	TION OR DEPARTA	MENT		
	•	Type of Event:		
Requested Location:University Union requests may be made online at <a href="http://e">http://e</a>		ents wystateu edu.	Sketch room layout on back	
			End	
Activity is: Closed to Public		_ Open to Public	Estimated Attendance	
		mission: Student \$ nents, entry forms, brochures, pamph	Non-Student \$lets, etc. pertaining to this event.	
STEP 2		of this form Building Coordinators are resp	onsible for ensuring that your event is set-up to your specificatio	
_		·	Date:	
Space Available?	Se	Signature curity Required? yes, complete step 3	Custodian Required? If yes, complete step 4	
		X rate per hour \$	= Total Cost \$	
Director of Public Safety:  112 Wallace Hall  STEP 4		Signature	Date:	
· · · ·			= Total Cost \$	
Manager of Building Serv Physical Facilities Building - Fron	vices: t Office	Signature	Date:	
STEP 5 Organization President	or Department F			
Name:	Signature	Date:	Telephone:	
E-mail Address: _				
Organization Advisor o	r Department Dir	ector or Chair:		
Name:	Signature	Date:	Telephone:	
The above represe	entatives have read and a	gree to adhere to all guidelines and proce ctions of all present at the named event ar	dures outlined by West Virginia State University, and any expenses associated with such.	
STEP 6  Director, Student Activiti	۵ς.		Date:	

Signature



Please provide an accurate sketch of how you would like the room setup. Include location of audiovisual equipment including the number and placement of any microphones. Also, provide an accurate count of the number of tables and chairs that will be required. Any unclear information will be assumed by the crew setting up this function and may not be available for additional or rearrangement of equipment at the time of your event. Audio-Visual requests can be made through Computer Services at ext. 3261.

## **BUILDING COORDINATORS**

Campbell Conference Center	Ms. Megan Norman, 101 Ferrell Hall, 304.766.3146
Cole Complex	Ms. Janis Bennett, 110 Cole Complex, 304.766.3010
Davis Fine Arts	Mr. Dick Wolfe, 401 Davis Hall, 304.766.3188
Dawson Hall	Ms. Neci Pickens, Dawson Hall, 304.766.3317
Drain-Jordan Library	Ms. Shonnette Koontz, Drain-Jordan Library, 304.766.4164
Erickson Alumni Center	Mrs. Cynthia Rakes, 200 East Hall, 304.766.3130
Ferrell Hall	Mr. Melvin Jones, 108 Ferrell Hall, 304.766.3249
Fleming Hall	Mr. Sean Loyd, 104 Fleming Hall, 304.766.3238
Hamblin Hall	Dr. Katherine Harper, 101 Hamblin Hall, 304.766.3142
Jones Hall	Ms. Megan Norman, 101 Ferrell Hall, 304.766.3146
McGhee Suites	Ms. Tiffany Blakney, Cafeteria, 304.766.3359
	Mr. Marvin Smith, Maintenance Building, 304.766.3188
Sullivan Hall	Mr. Andrew Walters, Sullivan Hall, 304.766.3189
University Union	Mr. Jerry Miller, 103 University Union, 304.766.3260
Wallace Hall	Dr. Robert Harrison, 520 Wallace Hall, 304.766.3313