

Northwest Campus Event/Room Reservation Process

List of Rooms available for use:

List of available at NWHC 107/108, 114, 115, 204/206, 212, 215, 216, 217

Procedure:

When a call is received or contact is made regarding use of space, the person receiving the request completes the *Space Inquiry Form*. This form includes the initial information needed regarding space reservation and contact information for follow-up.

The NWHC management determines if purpose for requesting space and time of event complies with the NWHC use of space guidelines and hours of operations. NWHC space can be used for community/business events that align with the education outreach mission of the University (such as company trainings and information sessions, etc.), however NWHC does not allow non-educational activities that may be viewed as church services, baby showers, receptions, banquets, or parties.

The NWHC staff will check availability for date(s) and time(s) requested. While specific request will be considered, rooms will be assigned based on the number of participants at the discretion of the NWHC management. Availability is subject to approval of the Contracts Office and the NWHC management. Due to procedures, policies, limitations, and/or coding, certain rooms may be restricted or have limited usage at the discretion of the NWHC management (i.e. Room # 107-108, Room # 204-206, computer labs, etc.).

The NWHC staff will inform the person requesting the information of the current rates and insurance requirements. Person requesting space can usually obtain the insurance documentation from their human resources department or their employer's insurance company.

If space is available, the event is *tentatively* added to the NWHC calendar. The following information should be included until all required documentation has been finalized.

1. Name of person requesting space:
2. Name of organization:
3. Contact number:
4. Email address:
5. Name of person using the space if different from the contact person:
6. Contact number:
7. Email address:
8. Purpose space will be used for:
9. Food served: Yes No

The *Facility Use Request* is emailed to the person requesting the space. This form includes detailed information regarding the space, technology, and set-up needs regarding the request.

When the signed *Facility Use Request* form is returned to the NWHC, the "tentative" status is removed from the NWHC calendar.

When the *Facility Use Request* is received from the individual requesting to lease the space, the *PVAMU Event/Meeting COVID-19 Approval Request form* is completed by NWHC customer service manager or designated staff member, approved by a NWHC manager and emailed to COVIDEventReviews@pvamu.edu for approval.

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When an approval email is received from the COVID-19 team, The *Facilities Use Agreement* template (located on the NWHC hard drive), is prepared using information provided on the *Facility Use Request*.

The *Facilities Use Agreement* is emailed to the person requesting the space for their signature, the *Certificate of Insurance* (COI) is requested, and payment instruction is given (see attachment).

When the signed *Facilities Use Agreement* is returned along with the payment receipt and COI, a *Cover Sheet* is prepared for signature by the NWHC management. The *Cover Sheet* can be found at the NWHC hard drive (see attachment).

The complete packet should include the following documents: *Cover Sheet*, *Facility Use Request*, *Facilities Use Agreement*, *Certificate of Insurance*, and *Payment Receipt*. The entire packet is scanned and emailed to the Contracts Office. The electronic file is saved on the NWHC hard drive in the *Contracts* folder. The hard copy is placed in a folder located in room #122C (labeled as "waiting on final signatures").

When the Contracts Office returns the *Facilities Use Agreement* signed by their representative, the *Facilities Use Agreement* is emailed to the requestor. A copy of the entire packet is filed in room # 122C.

Event information is emailed to the NWHC staff as required, including IT and security.

A follow-up email is sent to the requestor after the event.

* Items 10-12 are requirements of the Contracts Office and subject to change at the discretion of the Contracts Office.

Event Emergency Procedures:

When cancellation is necessary due to emergencies (such as catastrophic fire, inclement weather, earthquake, flood, sickness, crime/violence, terrorism, electrical blackouts, etc.), and if it is possible, the NWHC staff will use the *Facility Use Request* form to contact the person reserving the space.

Appendices and References:

- [Space Inquiry Form](#)
- [Facility Use Request](#)
- [Facilities Use Agreement](#)
- [Event/Meeting COVID-19 Approval Request Form](#)
- [Cover Sheet](#)