



1506 Kanawha Blvd., West
Charleston, WV 25387

Phone: 304.720.1401 | Fax: 304.720.1414

MEETING SPACE RENTAL AGREEMENT

Client Name	
Address	
Phone	
Email	
Project Name	
# of Guests	
Space Confirmed	
Dates & Times	
Set-Up Request	
Additional Amenities	
Equipment Needed	
Technician Needed/Rate	
Rate	

Access codes are provided for rentals outside of normal EDC office hours. Directions for usage are located within the attached "Policies and Procedures." All clients must sign the EDC Access Code Agreement form and receive a brief orientation/tour conducted by an EDC staff member before receiving an access code. Rentals that include equipment may require a training session or a technician to be present. Technician rates are not included in the rental fee.

Please sign and return a copy of this form to the EDC front desk via email at edc@wvstateu.edu or fax 304.720.1414. Your signature verifies the dates and times of your reservation and rental rate. By signing, you agree to adhere to the attached "Policies and Procedures."

Signature

Date

Signature, Director

Date

Thank you for your reservation. If you need to cancel, please contact Kaysha Jackson or Telitha Snell Akmel (304-720-1401) no later than 48 hours prior to your reservation date to avoid a cancellation fee.