

SUMMER CONFERENCES

THE UNIVERSITY OF VIRGINIA'S COLLEGE AT WISE



2009 Agreement

INFORMATION ☀ TERMS & CONDITIONS

1 College Avenue
Wise, Virginia 24293
276/376-1000 or 276/376-4513
www.uvawise.edu/summer_conferences

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Dear Sponsor/Group Leader:

Thank you for your interest in hosting your event at UVa-Wise during the summer of 2009. Summer Conferences strives to make your stay with us the best it can be.

This 2009 Summer Conferences Agreement contains all the information you will need as you prepare for your camp, wedding or other special event, as well as terms & conditions of your contract. Please carefully review all the information in this booklet, including facilities descriptions, residence hall information, and rental fees. Pay particular attention to the *Group Responsibilities* section and the payment guidelines.

Please note that for residential conference groups, we require your completed **contract, certificate of insurance (COI)**, as well as a 20% non-refundable **deposit** (single day/special events require a 50% non-refundable deposit), by April 1, 2009. Any groups registering after April 1, 2009, are required to submit the 20% non-refundable deposit (single day/special events require 50% non-refundable deposit) with their returned contract and COI. If all these items are not completed/on-file, groups will not be permitted to check-in.

Each group must also send in any changes to its contract (arrival/ departure dates, group size, amenities) a minimum of one (1) week **BEFORE** the arrival date; otherwise, the group will be held responsible for days, rooms and meals on the signed contract. Any changes after this date cannot be guaranteed; note that a \$50 late request fee will be incurred if we are able to accommodate the requested change(s).

Our Summer Conferences staff will work hard prior to your arrival and during your stay to make your event on the UVa-Wise campus a success. If you have any questions or comments, please do not hesitate to contact us.

Julie Scott

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SUMMER CONFERENCES TIMELINE & CHECKLIST

MARCH-APRIL

- Receive and review your Summer Conference 2009 information booklet.
- Complete all information on the enclosed Conference Contract.
- Band camps – review your “arrangement sheet” based on information provided.
- Return signed contract, Certificate of Insurance (COI), and 20% non-refundable deposit (single day/special events require 50% non-refundable deposit) by April 1st. Any groups registering after April 1, 2009, are required to submit the 20% non-refundable deposit (single day/special events require 50% non-refundable deposit) with their returned contract and COI.
- Receive and review your Confirmation Packet, including attendee numbers, meals, etc. which are utilized in determining the total balance of your conference event. *Note: Any and all changes to Confirmation Packet numbers must be received one (1) week prior to your event; otherwise the group will be held responsible for original numbers provided. Any changes after this date cannot be guaranteed; note that a \$50 late request fee will be incurred if we are able to accommodate the requested change(s).*

PRIOR TO ARRIVAL ***These must be received before check-in day to assist us in preparing for your group.***

- Send in any changes to your contract (arrival/departure dates, group size, amenities)...these MUST be made a minimum of one (1) week BEFORE your group's arrival date; otherwise, the group will be held responsible for days, rooms and meals on the signed contract. Any changes after this date cannot be guaranteed and will incur a \$50 late request fee if the change(s) request can be accommodated.
- Complete and return the Participant Assignment Roster (included in Confirmation Packet).
- Single Day & Special events require payment-in-full of remaining 50% balance no later than 10 days prior to event.

THE DAY/FIRST DAY OF YOUR CONFERENCE/EVENT ***Note: ALL information must be complete prior to your group's arrival. No group will be permitted to check-in without a signed contract, deposit and COI on file.***

- All groups check-in at the Check Desk (3rd floor of the C. Bascom Slemple Student Center (SSC)) during their SCHEDULED check-in time —
 - Residential groups will receive their Welcome Box and room keys. Keys are distributed in key envelopes and also must be returned in these envelopes upon check-out. Proceed to your assigned hall and start your event!
 - Single Day & Special Events groups must have processed payment of any final balance 10 days prior to check-in. Upon check-in, you are now ready to begin your event!

THROUGHOUT YOUR CONFERENCE

- Notify a Summer Conference staff member of any maintenance or housekeeping concerns via a written work order (available at the SSC 3rd floor Check Desk) to ensure timely service.
- Notify Summer Conference staff immediately if any keys are lost.
- Immediately return keys in the provided key envelopes for any group members who depart before the scheduled checkout date to the SSC 3rd floor Check Desk.

FINAL DAY OF YOUR CONFERENCE/EVENT

- Check-out at the SSC 3rd floor Check Desk during your SCHEDULED check-out time. ***Note: Failure of groups to check-out during designated times affects facility cleaning schedules and other group check-in times, and thus will result in an improper check-out charge of \$100.*** —
 - Return keys in provided key envelopes to the SSC 3rd floor Check Desk ONLY...a \$50 per key re-keying charge will result for keys not returned properly.
 - Receive your Summer Conferences Evaluation.
 - Pre-reserve facilities for Summer 2010.

WITHIN TWO WEEKS AFTER CHECK-OUT

- Organizations will receive a statement of all applicable charges (original balance, plus any resulting damages, copy, re-keying, improper check-out, etc. charges) to be paid 30 days from receipt of invoice. Band camps will either receive a statement of all applicable charges (original balance, plus any resulting damages, copy, re-keying, improper check-out, etc. charges) to be paid 30 days from receipt of invoice, OR for those that enrolled in a payment plan, they will receive payment plan coupons with full final balance due by December 31, 2009. If balance in full has not been received by December 31, pre-reservations will be void.
- Mail completed evaluation to: Julie Scott / UVa-Wise Summer Conferences / 1 College Avenue / Wise, VA 24293.

SUMMER CONFERENCES INFORMATION

SUMMER IMPROVEMENT PROJECTS

Throughout the summer, The University of Virginia's College at Wise strives to improve campus amenities and facilities prior to the start of the College's academic year. As a result, conference groups may notice a variety of projects taking place in and around our facilities. As we make every effort to alleviate any inconvenience to our groups, we ask that you please be understanding as we complete these necessary upgrades. Entry into work/construction zones is prohibited.

COLLEGE & GROUP RESPONSIBILITIES

COLLEGE RESPONSIBILITIES The College will provide campus housing and other facilities as stated in the contract.

The College assumes no responsibility for accidents and/or lost or stolen property incurred by users or group members. The user further agrees to hold the College harmless from any and all suits or claims resulting from the activities of the user and the participants.

UVa-Wise reserves the right to enter any room for purposes of inspection, policy enforcement, maintenance or emergencies. UVa-Wise may also remove disruptive group members from College residential facilities.

GROUP RESPONSIBILITIES The sponsoring party/group leader(s) assumes full responsibility for the actions of the group members using College facilities and is financially responsible for any and all damages to facilities during the group's stay, including loss of keys, phones, equipment, etc. Groups are expected to abide by all federal, state and local laws and ordinances which may now or hereafter be enacted during the contract period. Groups are also expected to comply with rules and regulations relating to College housing as set forth in the Student Handbook which is available on-line at www.uvawise.edu.

ADULT SUPERVISION There must be at least one (1) adult supervisor for groups with members under the age of 18. The adult supervisor's name and room number must be listed at the 3rd floor SSC Check Desk.

INSURANCE/LIABILITY COVERAGE ALL residential conference groups MUST provide a valid Certificate of Insurance (COI) naming the College as an additional insured with their signed contract. The general liability insurance coverage maintained by the group shall include, but not be limited to, the following: *Premises-Operations (leased premises) and Contractual Liability* with minimum amounts of: bodily injury per person - \$1,000,000 and property damage per accident - \$1,000,000. The following is the proper name to be listed as additional insured: *The Commonwealth of Virginia, and the Rector and Visitors of the University of Virginia, its divisions, its officers, employees, and agents.*

Additionally, all single day/special events utilizing outside caterers (that have been exempted from using Chartwell's Dining Services) or that are pre-authorized and licensed to serve alcohol during their event MUST provide a valid Certificate of Insurance (COI) naming the College as an additional insured with their signed contract. The group leader/contact should ask his/her personal homeowner's insurance agent to issue a one-day or event COI. Groups using an outside caterer may provide the caterer's COI with their signed contract also listing the above as an additional insured.

MASTER KEYS Residential conference groups that request a master residential facility key bear a great responsibility. In the event that the master facility key is lost, the conference group will be charged a \$50 per key re-keying fee for ALL facility rooms (note that suite and apartments require both entry door and individual bedroom door re-keying). Please carefully consider this before requesting a master key.

PAYMENT Conference groups will pay a 20% non-refundable deposit based upon group size and other amenities selected (weddings require 50% non-refundable deposits), by April 1, 2009. Any and all changes in numbers must be provided one (1) week PRIOR to the conference group's arrival on campus, otherwise billing is based upon original numbers provided. Any changes after this date cannot be guaranteed and will incur a \$50 late request fee if the change(s) request can be accommodated. Any groups registering after April 1, 2009, are required to submit the 20% non-refundable deposit (weddings 50% non-refundable deposit) with their returned contract.

The remaining balance must be taken care of as follows for each group:

- SINGLE DAY/SPECIAL EVENTS (weddings, receptions, parties, etc.) are required to pay the full remaining balance at least 10 days prior to the event. Groups will be billed NET 30 (i.e. due within 30 days of receipt of the invoice) for any additional charges incurred during their event

that were not outlined in their contract (i.e. damages, re-keying, etc).

- ORGANIZATIONS (civic, church, community, etc.; excluding band camps) will be provided an invoice outlining remaining balance due, as well as any additional charges incurred during their conference that were not outlined in their contract. The remaining balance due will be NET 30, i.e. due within 30 days of receipt of the invoice.
- BAND CAMPS may choose from one of two options for payment of remaining balance due that would also include any additional charges incurred during their conference that were not outlined in their contract (i.e. damages, lost keys, copies, etc.):
 - 1 - NET 30 payment of remaining balance due upon receipt of invoice, or
 - 2 - entering into a 4-month, interest-free payment plan with final balance due by December 31, 2009 (application enclosed). The plan requires a separate \$35 non-refundable application fee (included in a check separate from the deposit) and would include four (4) equal monthly payments due by the 25th day of September, October, November, & December. Any payments received after the last day of any month would incur a \$10 late fee. There will be a \$25 service charge for any payments returned for insufficient funds (NSF) or that are otherwise not collectible. Failure to make timely payments may negate the terms of the payment plan, and any balances remaining after December 31, 2009 may be turned over to a collection agency. Note: If the payment plan application and separate \$35 application fee is not returned with your signed contract and deposit, it will be assumed that you plan to use the Net 30 payment option.

RESPECT TO COLLEGE PERSONNEL All conference groups and their members must be respectful to Summer Conferences staff members, as well as other members of the College community. Summer Conferences staff members are to insure that groups maintain College policies, procedures and safety standards, and thus, when necessary, will make requests in accordance with the enforcement of stated policies in a courteous and respectful manner. Groups should also be reminded that campus offices remain open throughout the summer and should be reminded to be considerate as they travel from facility to facility.

ROOMMATE ISSUES Because the College reserves blocks of rooms for conference groups who then make their own room assignments, group leaders are responsible for addressing any and all roommate issues among their own members.

FACILITIES

CAMPUS ELEVATORS Campus elevators must be treated with respect and should not be used for amusements. Excessive or unnecessary use of the elevators may cause them to not operate properly.

COLLEGE PROPERTY/FURNITURE Conference participants must treat College property, furniture, and facilities in an appropriate manner to insure no damage occurs during the group's stay on campus. Groups will be charged for any resulting damages and/or for any furniture that has been changed, moved and/or removed from residence hall rooms or common areas.

HOUSEKEEPING The College's Housekeeping staff cleans and prepares individual rooms prior to the arrival of each summer conference group. Residence hall public restrooms and lobbies are maintained by the Housekeeping staff each weekday. All other necessary cleaning and trash removal (trash bags provided) during your stay must be done by the conference group members. Please remember, these are collegiate residence halls and are not hotel-type rooms nor is maid service available.

ICE MACHINES Free ice is available to conference groups from machines located in Culbertson and Henson Halls.

LOST/NON-RETURNED KEYS There will be a room re-keying fee of \$50.00 per lost or non-returned key. Please immediately see a member of the Summer Conferences staff for assistance with lost keys during your stay. Keys must be returned upon check-out to the SSC 3rd floor Check Desk, or applicable fees will be billed to the group's final invoice. Additionally, any conference residential group that loses their requested master facility key will be charged a \$50 per key re-keying fee for ALL facility rooms (note that suite and apartments require both entry door and individual bedroom door re-keying). NOTE: 'Found' keys mailed/returned after departure do not negate the room re-keying charge(s) as rooms are re-keyed immediately after a group's departure in anticipation of the next group's arrival.

MAINTENANCE ISSUES For maintenance concerns, Work Order forms are both available and should be completed at the SSC 3rd floor Check Desk.

PARKING Residential conference groups will park in the Culbertson Hall lot. Additional parking is available at

both Smith Stadium and Greear Gymnasium.

PORCHES, BALCONIES AND ROOFS Porches and balconies must be kept clean and clear. No furniture or chairs may be left outside. Clothing, towels, etc. may not be hung from porches, railings or any other outside areas. **ALL BUILDING ROOFS ARE OFF-LIMITS.**

QUIET HOURS/NOISE To insure the comfort of all our groups, courtesy quiet hours are in effect from 10 pm each night to 8 am the following morning. We ask that all group members please be considerate of others for any noise(s) that may carry outside of individual rooms/suites. Please also be considerate of college offices throughout the day as you travel to/from practice fields, classrooms, residence halls, etc.

ROOMS Residence hall rooms provide groups and their members reasonably comfortable and clean 'no frills' accommodations, including: twin beds, chest of drawers, closets/wardrobes, and study desks with chairs. No linens, pillows or blankets are provided (linen packets are available for rent prior to your arrival...see Rentals section). Bathroom facilities are shared in large halls and in individual suites and apartments. Telephone, internet, and cable service is available in the rooms, but groups/members must provide their own equipment (i.e. telephone, computer, TV) in order to utilize these services.

SHARED COMMON AREAS More than one conference group may reside in a residence hall at a given time. For this reason, all groups should be courteous to one another and be willing to share the lobbies, lounges and other common areas for group check-in/information tables, down-time, etc.

TRASH While trash bags are provided, conference groups are responsible for taking their own trash to their assigned residence hall's dumpster. Please do not place trash in the hallways; there is no building trash pick-up.

VENDING Coin-operated washers and dryers, as well as soft drink and snack machines are available in/near all residence halls. Free ice machines are available in Culbertson and Henson Halls.

POLICIES & PROCEDURES

ALCOHOL The College abides by all state laws and regulations regarding alcohol usage and consumption. Alcohol consumed by those of legal drinking age must be confined to personal rooms and is not permitted in common areas and general use spaces including balconies, lounges, hallways, etc. (unless pre-authorized and licensed for a single day/special event).

CHECK IN & CHECK-OUT Group check-in hours may be scheduled Monday-Friday 8 am - 8 pm and at varying weekend times at the Check Desk located on the 3rd floor of the C. Bascom Slep Student Center. All groups have a designated check-in time (denoted in the Confirmation Packet) to receive room keys and a designated check-out time to return room keys in the provided key envelopes to the SSC 3rd floor Check Desk. Failure of groups to check-out during designated times affects facility cleaning schedules and other group check-in times, and thus will result in an improper check-out charge of \$100. Summer Conferences reserves the right to remove personal belongings remaining in any rooms after the group's designated check-out time.

For any special or extraordinary circumstances pertaining to check-in and check-out, please notify the Office of Summer Conferences as soon as possible at 276-376-1000.

FIRE SAFETY Each time a fire alarm sounds, it is mandatory for ALL guests to evacuate the building. Tampering with smoke detectors is prohibited. Candles, incense, extension cords, space heaters, hot plates, multi-plug outlets without surge protectors, automatic drip coffee makers, and toasters/toaster ovens are not permitted in campus housing facilities. Housing & Residence Life reserves the right to confiscate these items.

MEDICAL EMERGENCIES For assistance with medical emergencies, groups should contact Campus Police at 276-328-COPS (2677). Campus Police will be able to provide directions to the local medical facilities, or if necessary, contact EMS and direct them to the campus location of an emergency.

PHYSICAL VIOLENCE/PROFANITY Group members are not permitted to use physical violence (ex. pushing, hitting, etc.) or profanity for any reason during their campus stay. Any group members involved in physical violence will be removed from campus.

PERSONAL SAFETY & SECURITY In the interest of personal safety, all group members should exercise good judgment, keep their doors locked at all times, always travel in pairs, and use the emergency call boxes on campus if they need assistance. Group members should not bring valuables with them during their stay. Please report any suspicious activity to a member of the Summer Conferences staff or to Campus Police immediately. The College is not responsible for lost or stolen articles.

PROHIBITED ITEMS The following items are NOT permitted in campus facilities — firearms, knives, guns (including BB/pellet guns), bows and arrows, fireworks of any kind, explosives, and/or other dangerous weapons. Also prohibited in campus housing facilities are: air conditioners, beer kegs, cooking appliances, extension cords (other than power strips with reset buttons), pets, and television antennas. Housing & Residence Life reserves the right to confiscate these items and remove group members from campus if any such items are found in a group member's room or in his/her possession.

TOBACCO/SMOKING All campus buildings are tobacco-free (including smoking and smokeless tobaccos). Use of all tobacco products is prohibited in all College facilities, including seating areas/stands of outdoor athletic facilities, as well as within 20 feet of the entrance of any College indoor/outdoor facility.

VISITATION Conference guests are permitted to have visitors between the hours of 8 am - 10 pm, seven days a week. Visitors must be accompanied by a group member at all times. Group members are responsible for informing their visitors of College policies and procedures. Any violations of policies can result in the removal of the group member and/or visitor. No overnight visitors are permitted.

RENTALS (*see RATES section for applicable fees*)

CHAIRS & TABLES Chairs and round (48" and 60"), rectangle (4', 6' and 8') and serpentine (4') tables are available for rent to meet the needs of your special event. Chair/table fees include set-up/tear down at a single location. NOTE: Summer Conferences does not have tablecloths available.

COPIER SERVICE Copier service is available for conference groups for a per copy fee during regular business hours, Monday-Friday, in the Division of Student Affairs Office on the lower-level of Cantrell Hall. Copy fees will be added to your group's final invoice. Please inquire at the SSC 3rd floor Check Desk after your arrival for more information.

FLEET VEHICLES UVa-Wise fleet vehicles – cars & minivans – may be used for group transportation needs in the immediate area. All usage of UVa-Wise vehicles requires College personnel as drivers. Groups incur per mile charges for usage of fleet vehicles. Additionally, UVa-Wise has a 30+ passenger bus; mileage rates are significantly higher for the bus and an additional fee is incurred for a CDL-licensed driver.

LINEN PACKETS Linen packets are available for rent prior to your group's arrival on campus. A single linen packet includes two (2) twin-size sheets, one (1) bath towel & washcloth, and one (1) pillow & pillow case. These packets will be delivered to individual rooms prior to your arrival for use throughout your group's stay, however, beds will not be made. For an additional charge, beds will be made prior to your group's arrival (beds will not be made on any other days).

MEALS Campus dining services are available throughout most of the summer. You may arrange, prior to your arrival, for breakfast, lunch and/or dinner to be available for your group. Three daily dining hall meals are available each weekday (breakfast 7-8 am; lunch 11:30 am-12:30 pm; dinner 5-6 pm) at a reduced rate for groups of 25+. The Dining Hall is closed on weekends, but is available to groups of 25+ if scheduled in advance (brunch 11:30 am-12:30 pm; dinner 5-6 pm). Residential groups of 25+ will receive assigned dining times in their Confirmation Packet. A Catering Menu for formal events is available upon request.

MEETING SPACE A variety of meeting spaces are available in campus facilities across campus. Some locations require an additional fee due to size, location, and equipment requests. The General Information section of the Conference Contract contains meeting space information. If you would like to host a special/formal event in the Slemp Student Center, please also complete the Student Center Reservation Form available at www.uvawise.edu/studentcenter/forms.htm.

MISCELLANEOUS Several other rental items are available to meet the needs of each conference group, including: microfridges, stages, pop-up tents, portable sound system (speakers/microphones/CD player/technician), sandwich/display boards, pole & drape system, pole & chain dividers, campus/local transportation, audio-visual equipment, as well as a personal conference assistant to assist your group throughout your stay with us.

RECREATIONAL FACILITIES A variety of recreational spaces are available campus-wide, including: gymnasium/court space, indoor swimming pool, tennis courts, and racquetball courts.

RESIDENCE HALLS/ROOMS Residence hall rooms provide groups and their members reasonably comfortable and clean 'no frills' accommodations (see Facilities section for more details). No linens, pillows or blankets are provided (linen packets are available for rent prior to your arrival...see above). Bathroom facilities are shared in large halls and in individual suites and apartments.

SPECIAL EVENT LOCATIONS & SET-UPS

LOCATIONS A variety of scenic campus locations are available for your special event. The descriptions below will assist you in selecting the perfect location for your event. Note that all capacity numbers are maximum capacity and are affected by set-up style. Please consult the **RATES** section for more information about applicable fees. All requests are subject to availability. *(A variety of campus classrooms and small/large conference rooms also are available for smaller events. Please contact us for more information.)*

CAMPUS LAKE The Campus Lake provides a scenic location for your moderate-sized event on the lower-campus. The lake has a fountain, courtyard and an adjacent lawn. An historic capital from atop the original Rotunda on permanent loan from the University of Virginia is also on-site. Restroom facilities are available in nearby Cantrell Hall, Culbertson Hall and McCrary Hall.

CHAPEL OF ALL FAITHS This facility on the lower-campus, provides an ideal setting for your small event. The Chapel is air-conditioned and will seat up to 120 people. Approximately 100 upholstered seats are included in the Chapel rental fee *(See RATES for applicable fees if you choose not to use the Chapel seats.)*. Restrooms and a catering kitchen (microwave; no stove) are conveniently located in this facility.

DOGWOOD & RHODODENDRON ROOMS (SSC) These fifth floor Slemple Student Center rooms offer a scenic view of the campus in a modern setting. Your large event can be hosted comfortably in either/both of these rooms — the Dogwood Room will accommodate up to 228 people and the Rhododendron Room will accommodate up to 198 people. Restrooms and a small catering kitchen (ice machine, microwave & refrigerator; no stove) are also conveniently located on the fifth floor. Approximately 180 upholstered seats and a limited number of tables are included in the rental fee of either room *(See RATES for applicable fees if you choose not to use the upholstered seats.)*.

GILLIAM SCULPTURE GARDEN The Betty J. Gilliam Sculpture Garden provides a scenic, outdoor venue for your large special event. Two fountains, outdoor sculptures, and a raised platform/stage are complemented by a large surrounding courtyard. Restrooms are conveniently located in each of the adjacent facilities.

GREEAR GYMNASIUM The vast space of Greear Gymnasium provides numerous set-up and arrangement options for your large event. An upper mezzanine overlooking the main floor provides additional space for your event. Stadium seating is available or may be closed to provide additional floor space. The required floor covering provides a neutral background for your event while protecting the court surface. Restrooms are conveniently located in the adjoining lobby.

JEFFERSON LOUNGE (SSC) The Jefferson Lounge is located on the fourth floor of the Slemple Student Center. Accommodating up to 59 people, it provides an intimate setting for your special event. Referred to as the ‘campus living room,’ it includes a rock fireplace and leather seating *(may be removed upon request; see RATES for other furniture options)*. Restrooms are conveniently located in the building on the fourth floor, as well as on the first floor.

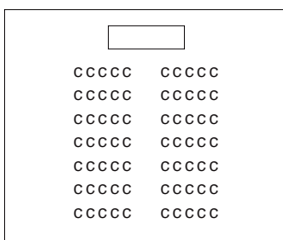
JEFFERSON PLAZA This scenic, outdoor venue, overlooking the UVa-Wise campus, is located just outside the fourth floor entrance of the Slemple Student Center, adjacent to Darden Hall and Wyllie Library. Small to medium size special events will find this outdoor location ideal. Restrooms are conveniently located in each of the adjacent facilities.

SUNKEN GARDEN (Crockett Hall) The sunken garden, located adjacent to Crockett Hall, provides a natural stone and green space *(landscaping to be completed spring 2009)*, as well as an adjoining bluestone courtyard, for your medium or large outdoor event on the lower-campus. Restrooms are conveniently located in adjacent facilities.

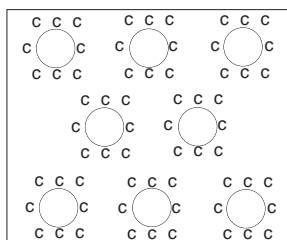
SET-UPS There are several basic set-up styles that you may request for your special event/camp (see below). You also have the option to create your own set-up style; a detailed description must accompany your contract.

Please consult the **RATES** section for more information about applicable fees. All requests are subject to availability.

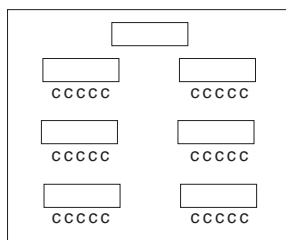
c - chair ○ - round table □ - rectangle table



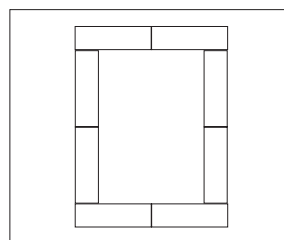
auditorium



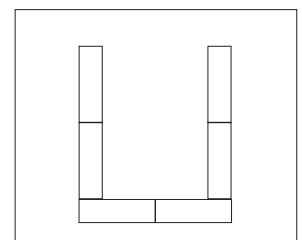
banquet



class



conference



exhibit

RESIDENCE HALL INFORMATION

CULBERTSON HALL

This three-story facility is air-conditioned and is hard-wired for internet access. Two double rooms share a bathroom/shower. Rooms are furnished with two each of the following: twin-size beds, closets, chests, and desks with chairs. There are also a limited number of single rooms that share a bathroom/shower.

A classroom and conference room, as well as vending, laundry and ice machines are available in this hall.



HENSON HALL

This three-story facility is air-conditioned and is hard-wired for internet access. Two double rooms share a bathroom/shower. Rooms are furnished with two each of the following: twin-size beds, closets, chests, and desks with chairs.

A classroom, as well as vending, laundry and ice machines are available in this hall.



MARTHA RANDOLPH HALL

This three-story, residential facility is composed of two-bedroom suites. It is air-conditioned and is hard-wired for internet access.

Each suite is furnished with two each of the following: twin-size beds, chests, desks with chairs, and closets. Each also has a full bath and a furnished living room.



McCRARAY HALL

Our largest residential facility, this three-story hall has double occupancy rooms.

Rooms are furnished with two each of the following: twin-size beds, closets, chests, and desks with chairs. Built-in desk lamps are furnished on the women's wing. Rooms are hard-wired for internet access.

The hall is composed of two, three-story wings that are joined by a lobby. Each floor has a common bathroom.

A recreation lounge with billiards and foosball, as well as vending and laundry machines, are available in this hall.



THOMPSON HALL

This two-story hall has two- and three-bedroom apartments with individual, exterior entrances. Each bedroom is furnished with two each of the following: twin-size beds, wardrobes, chests, and desks with chairs.

Each apartment also has 1 1/2 bathrooms, a furnished living room, small dining table with chairs, a full kitchen, and is hard-wired for internet access.



SUMMER CONFERENCES RATES ~ 2009

ALL RATES ARE PER EVENT/24-HOUR PERIOD.

CHAIRS & TABLES — \$0.80 per chair, per event (i.e., one (1) set-up/take-down location)
— \$6.00 per table (round, rectangle or serpentine), per event/set-up

COPIER SERVICE — \$0.08 per copy

FACILITIES — Campus Lake - \$250 per event (no fee for residential groups of 25+)
— Chapel of All Faiths - \$125 per event (no fee for residential groups of 25+)
— Classrooms/Small Conference Rooms - \$25 per event (no fee for residential groups of 25+)
— Gilliam Sculpture Garden - \$250 per event (no fee for residential groups of 25+)
— Greear Gymnasium - \$250 per event (no fee for residential groups of 25+)
— Humphreys Tennis Complex - \$10 per hour/\$50 per day (no fee for residential groups of 25+)
— Jefferson Lounge - \$125 per event (no fee for residential groups of 25+)
— Jefferson Plaza - \$125 per event (no fee for residential groups of 25+)
— Lecture Halls/Large Conference Rooms - \$50 per event (no fee for residential groups of 25+)
— Racquetball Courts - only for residential groups of 25+ (no fee)
— Recreation (Intramural) Fields - \$50 per day (no fee for residential groups of 25+)
— Slemple Student Center - *rates available at www.uva.wise.edu/studentcenter/index.html*
— Sunken Garden (Crockett Hall) - \$250 (no fee for residential groups of 25+)
— Swimming Pool - \$50 for 2-hour event (\$25 per hour thereafter; no fee for residential groups of 25+ during regular hours)

NOTE ~ The Theatre /Performing Arts Center is unavailable during Summer 2009.

~ Classrooms & conference rooms are subject to availability due to Summer Session courses.

~ Please ask for combination discount rates for multi-day events.

LINEN PACKETS — \$13.00 per packet (2 sheets, 1 pillow & pillow case, and 1 bath towel & washcloth)
— \$2.00 per bed, bed-making fee (available on check-in day only)

LODGING — \$18.00 per person, per night in McCraray Hall
— \$22.00 per person, per night in all other halls & houses

MEALS — \$ 4.50 per person, per day for breakfast only (weekdays)
— \$ 6.05 per person, per day for lunch only (weekdays)
— \$ 7.50 per person, per day for dinner only (weekdays)
— Group rate (25+ members) - \$16.90 per person, per single day for breakfast/lunch/dinner (weekdays)

— \$ 6.05 per person, per day for brunch only (weekends)
— \$ 7.50 per person, per day for dinner only (weekends)

MISCELLANEOUS — Campus/local vehicles - \$0.42 per mile/car; \$0.50 per mile/mini-van; \$2.25 per mile/bus
— Microfridge - \$16.00 for length of stay (*pre-registration required; not available after check-in*)
— Personal Conference Assistant - \$10 per hour
— Pole & Chain Dividers - \$20 per event/set-up
— Pole & Drape System - \$25 per event/set-up
— Portable Sound System (*speakers/microphones/CD player/technician*) - \$150 per event/set-up
— Pop-up Tents (10'x10') - \$25 per event/set-up
— Sandwich/Display Boards - \$5 per event/set-up
— Stage - \$26.00 small (8'x16'); \$52.00 medium (12'x24'); \$76.00 large (16'x32'), per event/set-up

**Thank you for your interest
in UVa-Wise Summer Conferences.**

**Call us today —
we would love to help you plan your
special event/camp/conference!**



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