

NATIONAL YOUTH SCIENCE CENTER *Facilities and Required Contributions*



Conference Hall

May be Divided into Three Distinct Spaces - Seats 150



Teaching Laboratory

Seats 16



Interactive Lecture Hall

Seats 39



NATIONAL YOUTH SCIENCE FOUNDATION®

National Youth Science Center - Space Request Form

P.O. Box 3387 * Charleston, WV 25333-3387

(304) 205-9724 voice * reservation@nysf.com * (866) 833-0875 fax

AVAILABLE FACILITIES AND REQUIRED CONTRIBUTIONS

Instructions: Select National Youth Science Center facilities and services are made available to approved school groups, public agencies, and non-profit organizations at cost necessary to only cover expenses incurred by the NYSF; space is not rented for profit. Requests for space are subject to approval and must be submitted at least 5 business days before the start of the event. A \$100 non-refundable deposit is required at time of reservation. Cancellation requests must be submitted in writing no less than 3 business days before the start of the event. Please complete this form and return it to the NYSF using the contact information above. Catering is provided by approved third parties and must be arranged separately. A NYSF representative will contact you to finalize the reservation.

Conference Hall: \$500 per day or \$300 per half-day (4 hours)

Teaching Lab: \$200 per day or \$125 per half day (4 hours)

Interactive Lecture Hall: \$300 per day or \$175 per half day (4 hours)

Board Room (seats 16): \$100 per day or \$75 per half-day (4 hours)

Discount requested (available for multi-day use and for approved organizations).

Name of Event: _____

Organization: _____

Contact Name: _____

Contact Address: _____

Phone Number: _____

E-mail Address: _____

Attendance: _____

Event Start Date: _____

Event Start Time: _____

Event End Date: _____

Event End Time: _____

Space Request:

Conference Hall Teaching Laboratory Interactive Lecture Hall Board Room

Conference Hall:

Rectangular Tables Round Tables Number of Tables: _____

Audio / Visual:

Projector and Screen Microphone Computer WiFi

Catering: _____

Notes: _____

