

NATIONAL YOUTH SCIENCE FOUNDATION® *Research and Education Center*



Conference Hall

May be Divided into Three Distinct Spaces - Seats 150



Teaching Laboratory

Seats 16



Interactive Lecture Hall

Seats 39



494 RiverStone Road * Davis, WV 26260 * www.nysf.com * (304) 205-9724

NATIONAL YOUTH SCIENCE FOUNDATION®

Research and Education Center - Space Request Form

P.O. Box 3387 * Charleston, WV 25333-3387
(304) 205-9724 voice * reservation@nysf.com * (866) 833-0875 fax
Executive Director: Dr. Andrew N. Blackwood

RATES AND SERVICES

Instructions: NYSF Research and Education Center facilities and services are made available as available at cost necessary to only cover expenses incurred by the NYSF; space is not rented for profit and fees paid are not tax deductible. 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 or fees may be imposed. Please complete this form and return it to the NYSF using the contact information above. 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)

Discounts are available for multi-day use and for education non-profit organizations or schools.

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: _____

