



# NATIONAL YOUTH SCIENCE ACADEMY

(Formerly the National Youth Science Foundation)

## National Youth Science Center - Space Request Form

494 Riverstone Rd., Davis, WV 26260

Contact: Ryan Haupt

(304) 205-9724 ext. 2 \* [ryan.haupt@nysacademy.com](mailto:ryan.haupt@nysacademy.com)

### RATES AND SERVICES

Thank you for your interest in hosting an event at the NYSCenter! NYSCenter facilities are available for external users upon request. Requests for space are subject to approval and we ask they be submitted at least 5 business days before the start of the event. Please complete this form and return it to us using the contact information above. We will contact you to finalize the reservation.

<b>One section of Conference Hall (50 person capacity):</b>	\$350 per day or \$200 per half-day (4 hours)
<b>Two sections of Conference Hall (100 person capacity):</b>	\$650 per day or \$400 per half day (4 hours)
<b>Three sections of Conference Hall (150 person capacity):</b>	\$900 per day or \$600 per half day (4 hours)
<b>Clover Run Conference Room (seats 16):</b>	\$200 per day or \$150 per half-day (4 hours)
<b>Devil's Run Computer Lab (seats 39):</b>	\$400 per day or \$250 per half day (4 hours)
<b>Commercial Kitchen:</b>	\$200 per day or \$150 per half day (4 hours)

*Discounts are available for multi-day use, and to non-profit organizations, schools, state agencies, programming partners, and current building tenants.*

**Name of Event:** \_\_\_\_\_

**Organization:** \_\_\_\_\_

**Contact Name:** \_\_\_\_\_ **Contact Address:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**E-mail Address:** \_\_\_\_\_

**# of Attendees:** \_\_\_\_\_

**Event Start Date:** \_\_\_\_\_ **Event Start Time:** \_\_\_\_\_

**Event End Date:** \_\_\_\_\_ **Event End Time:** \_\_\_\_\_

**Space Request:**  Conference Hall  Clover Run  Devil's Run  Kitchen

**Conference Hall:**  Rectangular Tables  Round Tables # of sections: \_\_\_\_\_

**Audio / Visual:**  Projector and Screen  Microphone  Computer  WiFi

**Name of Caterer:** \_\_\_\_\_  
(if using)

**Other Notes:** \_\_\_\_\_

**Signature/Date:** \_\_\_\_\_