

# Davis & Elkins College<sup>TM</sup>

## External Inquiry Form for Facility and Event Rental

Please provide a minimum of two weeks notice for all requests.

*Please submit to:*

Hospitality Services  
Davis & Elkins College  
100 Campus Drive  
Elkins, WV 26241

### Contact Information:

Name: \_\_\_\_\_

Email Address: \_\_\_\_\_

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

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Organization/Business: \_\_\_\_\_

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

Date of Event: \_\_\_\_\_

Description of Event:

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### Proposed Location:

- ☐ Graceland Inn
- ☐ Halliehurst
- ☐ Harper-McNeeley Auditorium, Myles Center for the Arts
- ☐ Augusta Dance Pavilion
- ☐ Robert C. Bryd Center for Hospitality & Tourism
- ☐ Classrooms/Meeting Facilities
- ☐ Timms Lounge, Madden Student Center
- ☐ Other: \_\_\_\_\_

Number of Days Needed: \_\_\_\_\_

Please check any of the following you will need for your event:

- ☐ Laptop
- ☐ Mic/Speakers
- ☐ Projector
- ☐ Screen
- ☐ Conference Phone

Will you need Catering Services for this event? YES or NO

*Please note: All food is prepared by our Hospitality Services team. No external food is to be brought to the event.*