Welcome to WCU Programs located at Biltmore Park in Asheville. The WCU administrative office in BP 355 is responsible for scheduling and coordinating usage of all space at the Biltmore Park location. Our classroom and conference room space is reserved on a varied fee schedule based on size and configuration. Our staff works closely with faculty and visitors to determine their facility and event needs. We are committed to a high level of excellence in customer service.

PROCEDURE FOR ROOM RESERVATIONS, AGREEMENT, AND BILLING:

- To reserve a room, please contact Suzan Melvin at the Biltmore Park office, 828-654-6498, samelvin@wcu.edu.
- Confirmation of space and an invoice will be sent to you by email. Community groups will receive the Western Carolina University Space-Use Agreement that will need to be completed, signed, and returned with payment. Payment is due prior to the event.

AVAILABLE HOURS:

- Mondays –Thursdays 8 am-9pm (We have limited space available from 5-9pm)
- Fridays and University Breaks 8am-5pm

AVAILABLE RENTAL SPACE:

Please use the following information to determine which room you would like to select, if available. Academic classes have scheduling priority. There is no charge for Western Carolina University meetings.

<table>
<thead>
<tr>
<th>Room</th>
<th>Specialty</th>
<th>Seating Capacity</th>
<th>1-4 hours</th>
<th>5-8 hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BP 330</td>
<td>Conference Room</td>
<td>10</td>
<td>$50</td>
<td>$100</td>
</tr>
<tr>
<td>BP 335</td>
<td>classroom</td>
<td>24</td>
<td>$50</td>
<td>$100</td>
</tr>
<tr>
<td>BP 336</td>
<td>classroom</td>
<td>24</td>
<td>$50</td>
<td>$100</td>
</tr>
<tr>
<td>BP 337</td>
<td>classroom</td>
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<td>$50</td>
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<tr>
<td>BP 338</td>
<td>classroom</td>
<td>40</td>
<td>$50</td>
<td>$100</td>
</tr>
<tr>
<td>BP 342</td>
<td>Power &amp; Internet access</td>
<td>40</td>
<td>$50</td>
<td>$100</td>
</tr>
<tr>
<td>BP 343</td>
<td>Power &amp; Internet access</td>
<td>24</td>
<td>$50</td>
<td>$100</td>
</tr>
<tr>
<td>BP 344</td>
<td>Conference Room</td>
<td>14</td>
<td>$100</td>
<td>$200</td>
</tr>
<tr>
<td>BP 345</td>
<td>Power &amp; Internet access</td>
<td>32</td>
<td>$50</td>
<td>$100</td>
</tr>
<tr>
<td>BP 346</td>
<td>Multipurpose</td>
<td>70</td>
<td>$100</td>
<td>$200</td>
</tr>
</tbody>
</table>

Non-profits (with 501c3) and government agencies will receive a 50% discount for “no charge” events, only.
ROOM SET-UP:

- Most of our rooms have movable tables and chairs. If specific room set-up is required please make sure this information is provided on your reservation request form.
- All classrooms are equipped with:
  - A podium with computer
  - LCD projector
  - Blu-Ray player
  - Document camera
  - Whiteboard
  - Laptop hook-up for PC; MAC laptops require adapters
- You are welcome to rearrange the classroom tables and chairs, but all furniture **MUST** be returned to its original configuration before leaving the facility.
- No scotch tape, staples, masking tape, thumbtacks or push pins are to be attached to the walls, desks, cabinets or doors. It is preferred that you use charts on easels or large self-adhesive Post-It charts on the white boards.

IT EQUIPMENT & SUPPORT:

- Wireless access is available. **If you require wireless internet access, please give the Administrative Office, 654-6498, at least 48 hour notice.** We will secure a temporary guest access pass for you and will email the log-in and password information prior to the event. WCU faculty and staff connect to the wireless the same way as in Cullowhee.
- There are three classrooms that have fixed power plugs and Ethernet connections. Personal laptop computers can be used in these rooms. Ethernet cords are available for checkout. All classrooms can access the wireless network and all classrooms have tables and comfortable chairs.
- Small meeting rooms and conference rooms have large wall mounted computer/monitors for use with wireless keyboards and mice that need to be checked out.
- WCU Programs at Biltmore Park does not have computer labs or laptops available for community groups.

PARKING:

- Complimentary parking is available in the parking garage adjacent to our building. A parking map will be emailed to you, along with the room confirmation. Garage floors 3, 4 and 5 are available for Western Carolina University faculty, staff, students and visitors.
- You may park in a Visitor parking space on the first level, temporarily, while unloading.

FOOD AND BEVERAGES:

- You are allowed to have refreshments in the rooms.
- You must provide all food, drinks, cups, paper products and utensils or arrange for catering.
- You are not allowed to possess or consume alcoholic beverages in the space.
- We do not have a commercial ice maker available and cannot provide refrigeration space, so please plan accordingly.
- You **MUST** clean up all food and beverages, placing trash in the appropriate receptacles in your room.
- For a list of Restaurants & Caterers within walking distance of our location, please visit [http://biltmorepark.com/dining/restaurant-menus#.UeRR0xjD_s0](http://biltmorepark.com/dining/restaurant-menus#.UeRR0xjD_s0)
COPIERS/PRINTERS:

- We cannot provide copying or printing services, so please plan accordingly. WCU employees should plan to use their Paw Print Cat Card for printing.

SUPERVISION:

- Due to insurance and liability restrictions, all children under the age of 18 must be in direct supervision by an adult at all times while on the WCU Biltmore Park premises.

INCLEMENT WEATHER:

- In the event of inclement weather, please call 828-654-6498 or visit http://weather.wcu.edu for information about closings or delays. **No events may be held on campus if the WCU Biltmore Park location is closed due to inclement weather.** Please contact the office to reschedule.

WESTERN CAROLINA UNIVERSITY POLICIES:

- To make meetings and events safe and enjoyable for all participants, the University expects all participants to abide by all applicable federal, state and local laws, as well as all University policies. University policies can be found at: [http://www.wcu.edu/about-wcu/leadership/office-of-the-chancellor/university-policies/index.asp](http://www.wcu.edu/about-wcu/leadership/office-of-the-chancellor/university-policies/index.asp).