

Facilities Usage Evaluation Form

Thank you for using the Erma Byrd Higher Education Center (EBHEC) for your meeting and/or conference needs! Because we are in the business of continuous improvement, your feedback is very important to us; and, it is a necessary component for us to remain competitive. As a result, please complete the following requested information on this form and email or mail it back to the Director using the information at the bottom of page two of this document. Again, thank you for using the EBHEC for your meeting and/or conference needs!

Name of Agency/Organization/College or University: _____

Name of Event: _____

1. How did you hear about EBHEC Rental Opportunities:

_____ Erma Byrd Center Website (ermabyrdcenter.org)

_____ Friends/Colleagues

_____ Center Staff

_____ Other

2. How would you rate the rental process?

_____ Poor

_____ Average

_____ Good

_____ Excellent

Comments: _____

3. How would you rate the condition of the rental space upon your arrival?

_____ Poor

_____ Average

_____ Good

_____ Excellent

Comments: _____

4. Was the EBHEC staff polite and attentive to your rental needs?

_____ Yes

_____ No

Comments: _____

5. Please rate the rental cost/charges for the use of the EBHEC:

Reasonable Excessive Not Applicable

Comments: _____

6. Would your agency/organization/college or university use the EBHEC again for future events?

Yes No Maybe

Comments: _____

7. Please share something about your overall experience while renting space at the EBHEC:

8. Please indicate below whether the EBHEC may or may not quote your written comments with your name and agency/organization/college or university on our Website (which is under construction) and/or our Facebook Page:

Yes, I would be happy to see my comments on the Website and/or the Facebook Page.

No, I prefer that you do not include my comments on your Website and/or Facebook Page.

Signature: _____ Date: _____

Please email or mail this Rental Evaluation to:

Lisa Moten, Director
Erma Byrd Higher Education Center
300 University Drive
Beaver, WV 25813

Email: Lisa.Moten@wvhepc.edu

Phone: (304) 256-0220, Ext. 227 or Option #5 at telephone menu