FACILITIES RESERVATION FORM

Today’s Date: ____________________ Rental Request Dates:_______________________

Location of Facility Requested: SVCC Workforce Building – Alberta

______ Room 127  ______ Room 108  ______ Room 103

Organization: __________________________________________________________________

Organization Address: ___________________________________________________________

Responsible Agent Name:________________________________________________________________

Best Contact Number(s):  _________________________________________________________

Business FAX: __________________________________

E-Mail Address:_________________________________________________________________

Purpose of Event/Meeting: _______________________________________________________

What date will you be setting up for your event? ________________ And Time: _____________

Actual Date of Event: _________________________

What time do you expect to be here the day of the event? ______________________________

Actual Hours of Event: Start Time: _________________ End Time: _______________________

Estimated Number of Participants: _______________________


LIABILITY RELEASE AGREEMENT FOR: ________________________________, herein known as the user.

In consideration thereof, it is understood and agreed that the user will indemnify and save harmless the Commonwealth of Virginia, this institution, its agents, and employees from any and all liability, claims, expenses, costs, and attorney’s fees caused directly or indirectly by its use of the college’s facilities.

It is further understood that the college shall not be responsible for any property damage to others or personal injury to others, including death, that may arise out of the use of the college’s facilities.

The user agrees to leave the college’s facilities and/or grounds in the same condition that existed prior to their use. **It is also agreed that no illegal substances or alcoholic beverages are permitted.**

Seen and Agreed:

_________________________

Signature on Behalf of the User            Date
### Room Rental Fee

#### Public Rates:
- _____ Friday usage for set-up / decorating $100.00
- _____ Event day charge $600.00
- _____ Use of Kitchen $150.00
- _____ Use of 103 $100.00
- _____ Use of 108 $100.00
- _____ Clean-up / Set-up by Band G Staff $150.00

**Rental Fee total:** _______________

#### Employee Rates:
- _____ Friday usage for set-up / decorating $100.00
- _____ Event day charge $400.00
- _____ Use of Kitchen $100.00
- _____ Use of Room 108 $100.00
- _____ Use of Room 103 $100.00
- _____ B&G set-up / clean up $100.00

**Rental Fee total:** _______________
## Rental Set-up

### Set-Up Preference:
- Theatre Style (row seating): ________________________________
- Classroom Style (tables and chairs): __________________________
- Other: ___________________________________________________________________________________________

### Stage curtains: Open  Closed  (Circle One)

### Ancillary/Special Needs:
- ________ Head Table
- ________ Registration Table
- ________ Lectern Display Table
- ________ P.A. System
- ________ Refreshment Table
- ________ Marking board
- ________ Parking Spaces
- ________ Flip Chart
- ________ Other

### Special Request:
- ________ "U" Shape Conference
- ________ Center Table:
- ________ Conference
- ________ Buffet
- ________ Theatre Style
- ________ Classroom Style

### Audio-Visual Equipment:
- ________ Overhead Projector Slide Projector
- ________ Screen TV/VCR/DVD
- ________ Computer
- ________ LCD Projector
- ________ Other

PLEASE NOTE: NO CATERING, FOOD, BEVERAGES, TABLECLOTHS ARE PROVIDED BY SVCC.

*Submit a floor plan drawing if you are using room 127 (gym/auditorium)*
**Signatures**

__________________________  ___________________________
Responsible Agent Signature     Date

__________________________  ______________________________
Keith Harkins, VP Workforce Development     Date

**Comments:**

______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
# Instructional Building Rental

Facilities Use Fees

### Public Use
- Auditorium: $200 per day
- Large Classroom: $50 per day
- Small Classroom: $35 per day
- Computer Lab: $75 per day
- Kitchen: $50 per day

### Private Use
- Auditorium: $400 per day
- Large Classroom: $100 per day
- Small Classroom: $80 per day
- Computer Lab: $150 per day
- Kitchen: $100 per day