SOUTHSIDE VIRGINIA COMMUNITY COLLEGE (SVCC or the College)

FACILITIES RESERVATION FORM

Today’s Date: ______________________ Rental Request Date(s): ______________________

Location of Facility Requested: _____Christanna Campus, Alberta, VA

 _____Daniel Campus, Keysville, VA

Workforce Development Center: _____ Multi-purpose Room _____ Classroom _____ Computer Lab

Facility Conference Room _____ (availability upon request)

Facility Classroom _____ (availability upon request)

Requesting Organization/User: _______________________________________________________

Organization Address: _______________________________________________________________

Contact Name: ________________________________________________________________

Contact Number(s): ______________________________________________________________

Business FAX: ___________________________ E-mail Address: ____________________________

Purpose of Event/Meeting: _________________________________________________________

__________________________________________________________

Date of event setup*: ___________________________ Time: ___________________________

*Event setup is only allowed the day/evening prior to the event.

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: ____________________________

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Liability Release Agreement

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

In consideration thereof, it is understood and agreed that the User indemnifies and holds harmless the Commonwealth of Virginia, Southside Virginia Community College, and their respective agents, officers, and employees from any and all liability, claims, expenses, costs, and attorney’s fees caused directly or indirectly by the User’s 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, arising out of the User’s 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.

The User agrees to comply with all policies, rules and regulations of the Commonwealth, the VCCS, and SVCC. In addition, SVCC reserves the right to impose reasonable additional conditions on specific requests to assure compliance with such policies and regulations.

Seen and Agreed:

__________________________________________
Signature on Behalf of the User/Date

The College reserves the right to cancel a scheduled facility reservation should activities of the College require use of the space. If it becomes necessary for SVCC to cancel a facility reservation, the college will attempt to relocate the event to another SVCC area or to reschedule within 30 days based on availability of facilities.
Room Rental Rates (per day)

Public Rates:

- Workforce Development Center Multi-purpose Room - $800.00
- Usage for set-up/decorating (evening prior to event) $100.00
- Workforce Development Center Kitchen - $200.00
- Workforce Development Center Room 103 - $150.00
- Workforce Development Center Room 108 - $150.00
- Clean-up /Set-up by College Staff (required) - $300.00

Rental Fee total: __________________

Employee Rates*:

- Workforce Development Center Multi-purpose Room - $400.00
- Usage for set-up /decorating (evening prior to event) $100.00
- Workforce Development Center Kitchen - $100.00
- Workforce Development Center Room 103 - $100.00
- Workforce Development Center Room 108 - $100.00
- Clean-up / Set-up by College Staff - $150.00

Rental Fee total: ________________

* Must be an event the employee is responsible for coordinating and attending.

Facility Classroom and Conference Room Rental

Public Rates:

- Auditorium Classroom (Christanna Campus only) - $200
- Large Classroom (max 40) - $100
- Small Classroom (max 30) - $80
- Computer Lab - $150
- Conference Room - $80

Non-profit organizations must provide 501(c)(3) status paperwork for fee waiver consideration. State agency requests are reviewed on a case by case basis.
Set-Up Preference:
Theater Style (row seating): 

Classroom Style (tables and chairs):  

Banquet Style (round or rectangular tables with chairs): 

Other:  

*Submit a floor plan drawing if you are using the Workforce Development Center Multi-purpose Room.

Stage curtains: Open Closed (Circle One)

Ancillary/Special Needs:

Head Table  
Registration Table  
Lectern  
P.A. System  
Refreshment Table(s)  

Audio-Visual Equipment:

Overhead Projector  
Screen  
Computer  
Mic  

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

The signature below indicates that the signer has read and understands all guidelines for SVCC facilities usage and agrees to abide by all rules and regulations.

USER:

Responsible Agent Signature  Date

SOUTHSIDE VIRGINIA COMMUNITY COLLEGE

Keith Harkins, VP of Academic and Workforce Programs  Date

Comments:  

________________________________________________________________________