



**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: \_\_\_\_\_

# 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: \_\_\_\_\_

\_\_\_\_\_