



**SOUTHSIDE VIRGINIA COMMUNITY COLLEGE**

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

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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: \_\_\_\_\_



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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 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 it'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, 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:

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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)**



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**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