



**Southwest Virginia Community College  
Application for use of Facilities**

**Part A:** Please complete the “Application for use of Facilities” for available/approval of your request. You will be notified via email once your request has been reviewed and either approved or denied.

**Request MUST be submitted at least 10 days prior to the event. \*Required Field**

**Contact Name (Print First/last) \***

**Date**

**Phone Number\***

**Email\***

**Mailing Address\***

**Event/Activity Name\***

**Event Date\***

**Start Time\***

**End Time\***

**Set-up Time\* (start and end time)**

**Estimated Attendance\***

**Food or Drink\***

Yes  No

**Affiliation\***

Southwest Club

Southwest Department

Southwest Recruitment

Southwest Committee

Southwest Sports

Community or Business

**Room Request**

Ratliff Commons (Dellinger)

Conference Room (T302)

Eagle Café (B173)

Classroom \_\_\_\_\_

Art Gallery (K126)

Other \_\_\_\_\_

**Outside Space**

Lower Picnic Shelter

Upper Two Picnic Shelters

Stage @ Dickenson Parking Lot

Tennis Courts

Quad

Buchanan Patio

Other \_\_\_\_\_



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**Describe the set-up and equipment that you may need for your event.**

**Event Set-up/Audio-Visual Services**

Tables # _____	Round _____	Rectangle _____	Projector/Screen _____
Chairs # _____			Laptop _____
Tablecloth # _____	Black _____	White _____	Microphone # _____
White plastic round tables and chairs # _____			Internet access _____
Other _____			Sound System _____
			Podium _____

**Please provide a description of any other event support resources you may require that is not listed**

\_\_\_\_\_  
**Printed Signature**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

**Please mail request to:  
Southwest Virginia Community  
College  
ATTN: Brandon Hensley  
724 Community College Rd.  
Cedar Bluff, VA 24609  
Email to Brandon.Hensley@sw.edu  
276-964-7365**



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**Part B:** Please read and sign the “Guidelines for use of Rental Space”. Please make sure that Part A & Part B is completed and signed before returning.

1. The undersigned hereby represents himself/herself as an authorized agent of the organization listen in Part A and below, and as such makes request to Southwest Virginia Community College for the use of college facilities.
2. It is understood that the final reservation of space can begin only after Part A and Part B are completed, signed, and received by the college. The college cannot reserve space without these forms.
3. A college telephone may be used for emergencies during the event, and Campus Police must be notified in the event of any emergency or disturbance. Campus Police may be contacted by calling 276.964.7221.
4. It is understood that non-college groups are not authorized to release the college telephone number to the public for the purpose of the college providing information on the scheduled event. Further, it is understood that non-college groups will not promote or advertise an event as being sponsored or co-sponsored by the college and should not list the college telephone number as a source of information on the event. If there is a question about what constitutes “sponsored or co-sponsored by the college, “the college’s Public Relations Coordinator” should be consulted.
5. It is understood that the use of alcohol is prohibited on campus, and the use of tobacco products is prohibited in all college buildings.
6. It is understood that the number of participants shall not exceed the authorized capacity of the facility reserved.
7. Groups will ensure that the area used that all trash is placed in trash cans and tie the bags when full. It is necessary for the college to do excessive cleaning in the area rented, the group will receive an excessive cleaning fee added to the rental fee. Costs will be based on manpower and materials used. It is agreed that the group will observe all college regulations and will exercise the utmost care in the use of the college’s facilities.
8. Groups should only use the dressing rooms, bathrooms or locker rooms for changing clothes.
9. Groups will remove all of the organization’s property and equipment from college facilities immediately following the event.
10. All contracts between the college and outside entities that go beyond this Application for Use of Facilities Must be approved in advance by the attorney General’s Office.
11. By signing these forms, I agree to indemnify and to hold the college harmless from any loss, damage, liability, expense, claim, or demand that ay arise or be caused in anyway by use the college facilities. For Virginia State Agencies: To the extent permitted by the laws of the Commonwealth of Virginia, the using agency shall be responsible for the acts or omission of its agents and employees causing harm to persons not a party to this contract. Nothing herein shall be deemed as an express or implied waiver of the sovereign immunity or the Commonwealth.

<b>Name (print):</b>	<b>Signature:</b>
<b>Date:</b>	<b>Name of Organization:</b>

**Mail completed application to the following address:**

**Southwest Virginia Community College**  
**ATTN: Brandon Hensley**  
**724 Community College Rd.**  
**Cedar Bluff, VA 24609**  
**Email to Brandon.Hensley@sw.edu**  
**276-964-7365**