

SOUTHWEST VIRGINIA COMMUNITY COLLEGE

P. O. Box SVCC, Richlands, VA 24641

276.964.2555

https://sw.edu

Application for Use of Facilities by Community Groups and Organizations

This application consists of two parts. Please complete and sign Part A and read and sign Part B. Return both parts. Copies will be mailed to you. Your signature on both parts signifies that you have read, understand, and will abide by all guidelines as stated.

Part A

Today's Date: _____

Name of organization: _____ Type of organization: _____

Name of applicant: _____ Date of activity: _____

Purpose for which facilities are to be used: _____

Estimated attendance: _____ Admission charge? _____ Amount: _____

Will refreshments or food be served? _____ Caterer: _____

Time of event (beginning to end, a.m. or p.m.): _____

Space requested (circle all that apply): [Authorized Capacity shown in brackets]		
Community Center	Outdoor Facilities	Other Comments
Conference rooms (<225) (one, two or three?)	Picnic Shelter: Lower shelter or Top two shelters	
Gymnasium (<2,500)	Football Field	
Theater/auditorium (<400)		
Kitchen		
Rooftop Patio (<150)		
Other please specify:		

Equipment requested (circle all that apply):		Venue temperature Adjustment: _____	
Tables (5' or 6', wide or narrow # _____ Chairs # _____			
Free-standing podium	LCD projector	Flip Chart/Easel	Risers # _____
Laptop	Piano (Studio upright)	Specialized lighting	
Gym floor covering	Piano (Concert Grand)	PA system with	

Applicant's Signature

Mailing Address

Title or position in organization

Telephone (home and work)

Name and telephone number of person in charge of the event

FOR CAMPUS USE: Approved _____ Denied _____ Date _____

Space Approved _____

Amount Charged _____ Date Paid _____ Cash _____ Check _____
Credit _____

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Part B

Please read carefully, sign and return with Part A and Part C. All information on Part A and C must be provided. Incomplete forms will be returned without action.

1. The undersigned hereby represents himself/herself as an authorized agent of the organization listed in Part A and below, and as such makes application 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, Part B and Part C 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, or by activating any emergency box located at each campus building, and in the Buchanan, Davis, and Dickenson Hall parking lots.
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 (including restrooms) is cleaned after the event. If it is necessary for the college to clean the area, the group will receive a bill. 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 or bathroom when 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 may arise or be caused in anyway by use of 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 omissions 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 of the Commonwealth.

Name (printed)

Signature

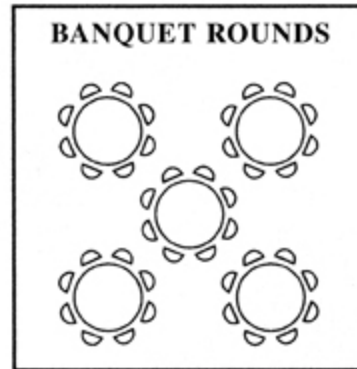
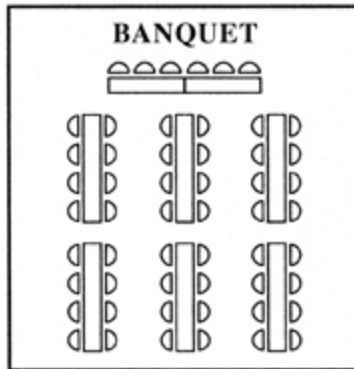
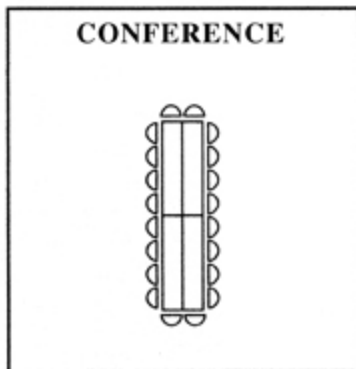
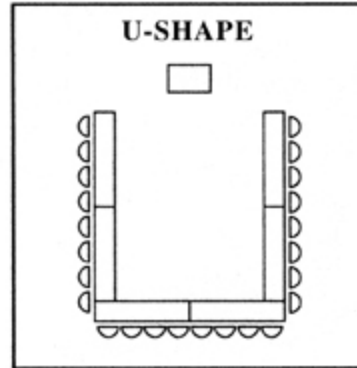
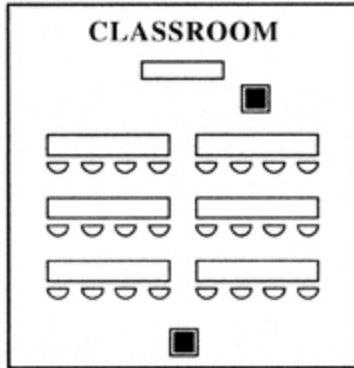
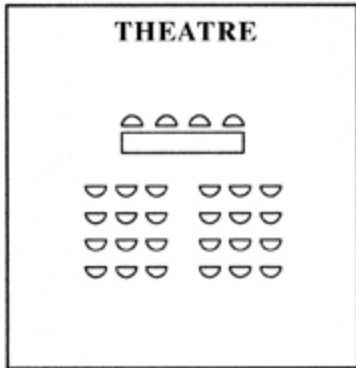
Date

Name of Organization

Mail complete to the following address: Southwest Virginia Community College
Charles R. King Community College
Event Coordinator
P. O. Box SVCC
Richlands, VA 24641

Sample Room Set-ups:

Please check one of the set-up pictures below:



Rectangle Tables (usually seats 8 – 12 per row) # _____

Chairs # _____

Size of Tables: 5' or 6'

Round Tables (seats 6 to 7 per table) # _____

A V equipment needed:

White board (permanently installed in each conference rooms)

Please draw below or separate sheet your set-up: