

FACILITY RENTAL APPLICATION – ANNANDALE

~For Non-NOVA / External Clients (non-profits, corporations, individuals, and organizations)

Note: This form does not guarantee use of the facilities; rather it indicates an interest in facility use.

Facility Rental Application - Process

1. Please complete the Facility Rental Application, and then submit this form to your assigned Event Coordinator via email or by fax at 703-323-2185 to process the booking.
2. A NOVA Event Coordinator will review the application and verify that the space is available for the requested date. The assigned Event Coordinator will confirm the event details via e-mail, by phone or in person..
3. A NOVA Event Coordinator will create a Facility Rental Agreement for the College and the client to sign, which will itemize the rooms, equipment, and labor associated with the event (on an event invoice). The invoice will stipulate a deposit amount (1/2 of the grand total) due , and a balance amount with an associated balance due date (10 days before the event)..
4. Once NOVA receives the ratified contract and deposit payment, the room will be placed on a “contract” status.
5. Before the event date, staff members will contact the client to further discuss the event details (catering, equipment load-in, set-up, etc.) and any outstanding documentation to ensure a memorable and successful event

Facility Rental Policies

Arrival Time: When establishing a rental timetable, allow enough time for client set up and clean up. Caterers and others should be instructed not to arrive before the contracted rental time. Deliveries of rental equipment (e.g. dance floor, pipe & drape, tables, etc.) cakes, flowers, etc., must be made during the rental period.

Cancellation Policy: User may cancel by giving written notification delivered to NVCC 90 days prior to the date of use of the facility. The cancellation must be in writing. A message left on voicemail is not acceptable. If the event is booked less than 90 days before the event date, there will be no refunds.

Liability Insurance: Individuals, caterers and organizations are required to obtain a \$1 million dollar liability certificate of insurance for the event. The certificate will state that the user indemnifies and holds NOVA harmless from and against any loss, damage, cost or expense arising out of or in any way related to the user's occupancy of the premises. A copy of this certificate must be provided to the Event Coordinator at least ten (10) days prior to the event.

Event Publicity: No promotion, publicity, or advertising (printed or otherwise) may state, imply, or allude to any sponsorship by or affiliation with NOVA. Any mention of NOVA in print is restricted to the smallest point size on the document. Clients should include their own phone number for information. College phone numbers may not be used.

Loading & Unloading: Clients should use the loading docks provided. Since doors are kept locked, the client should coordinate deliveries with the Event Coordinator. Short-term parking tags will be issued for loading/unloading. At no time is it acceptable for vehicles to be parked in the fire lanes in front of buildings or left at the loading docks after unloading.

Payment: A deposit is required ten days after the client receives the Event Agreement. The deposit of 50% is required to guarantee the room and date requested. The final balance is due 10 days prior to the scheduled event date. Make checks payable to Northern Virginia Community College. Charges for damages, excessive cleaning or violation of the contract will be added to the final bill. Users exceeding their reserved time will be charged the applicable hourly rates.

Responsibility: Clients must be at least 21 years of age, and accept responsibility for supervision throughout the period of the contract. Name(s) of person(s) who will be on the site and in charge at the event must be provided to the Event Coordinator prior to the event. Only those persons specified by the applicant will be permitted to make additions or changes to the signed contract.

Damages: NOVA is not responsible for items left during the course of your event. If you chose to leave items overnight and do not request security, we are not liable for damaged, lost or stolen items.

Setup Requirements: setup and layout of your event must be approved by the Event Coordinator to ensure NOVA is in compliance with fire code regulations.

Minimum Rental Period: in many instances, there is a minimum requirement of 3 hours booking per room

Event Worksheet

| | Atrium | Dance Rm | Forum | Gallery/L | Gallery/U | Gym | Patio | PDR | Seminar Rm (s) | Theater | Cafeteria | Soccer Field |
|--|--------|----------|-------|-----------|-----------|-----|-------|-----|----------------|---------|-----------|--------------|
|--|--------|----------|-------|-----------|-----------|-----|-------|-----|----------------|---------|-----------|--------------|

Rental Times: When establishing a rental timetable, allow enough time for set up and clean up. Caterers and others should be instructed not to arrive before the contracted rental time. Deliveries of rental equipment, cakes, flowers, etc., must be made during the rental period.

| | | | | | | | | | | | | |
|-------------------------------|--|--|--|--|--|--|--|--|--|--|--|--|
| Event Date: mm/dd/yy | | | | | | | | | | | | |
| Event Day: S/M/T/W/TH/F/S | | | | | | | | | | | | |
| Setup Time: 00:00 AM/PM | | | | | | | | | | | | |
| Event Start Time: 00:00 AM/PM | | | | | | | | | | | | |
| Event End Time: 00:00 AM/PM | | | | | | | | | | | | |
| Breakdown Time: 00:00 AM/PM | | | | | | | | | | | | |

Notes:

Setup Info: Select one style per room and enter estimated # of attendees per room (see diagrams below)

| | | | | | | | | | | | | |
|--|--|--|--|--|--|--|--|--|--|--|--|--|
| Banquet Style (rounds) | | | | | | | | | | | | |
| Classroom Style (small rectangular table/chairs) | | | | | | | | | | | | |
| Conference Style | | | | | | | | | | | | |
| Exhibits | | | | | | | | | | | | |
| Hollow Square | | | | | | | | | | | | |
| Reception Style | | | | | | | | | | | | |
| Theater Style (chairs only) | | | | | | | | | | | | |
| U-Style | | | | | | | | | | | | |
| Other (speak to coordinator) | | | | | | | | | | | | |

Notes:

Food: Caterer must be licensed. If you are planning to cater food, please have the caterer fax their one million dollar liability certificate of insurance to 703-323-2185 at least 10 days prior to your event. The certificate should have the event number or event name and date on the form. NOTE: Food, drinks, concession sales only permitted inside the CE building

| | | | | | | | | | | | | |
|---|--|--|--|--|--|--|--|--|--|--|--|--|
| Will you have food? | | | | | | | | | | | | |
| Will you need the kitchen? | | | | | | | | | | | | |
| Breakfast/Lunch/Dinner or Snacks? | | | | | | | | | | | | |
| Caterer (company/contact name/phone #)? | | | | | | | | | | | | |
| Food setup time | | | | | | | | | | | | |
| Food breakdown time | | | | | | | | | | | | |

Alcohol: Beer and wine are the only alcoholic beverage permitted to be served, possessed by, or consumed by individuals on any campus of the College. Persons must be 21 years of age or older to be served, possess, or consume wine or beer, or a 3.2 beverage.

| | | | | | | | | | | | | |
|---|--|--|--|--|--|--|--|--|--|--|--|--|
| *Will you have alcohol? VA-ABC license required | | | | | | | | | | | | |
| Provide Start Time/End Time | | | | | | | | | | | | |

Music:

| | | | | | | | | | | | | |
|--------------------------------|--|--|--|--|--|--|--|--|--|--|--|--|
| Will you have music? Yes or No | | | | | | | | | | | | |
|--------------------------------|--|--|--|--|--|--|--|--|--|--|--|--|

Equipment: Select the appropriate equipment and indicate quantity needed for each space

| | | | | | | | | | | | | |
|--|--|--|--|--|--|--|--|--|--|--|--|--|
| Chairs | | | | | | | | | | | | |
| Choral Risers | | | | | | | | | | | | |
| Easel | | | | | | | | | | | | |
| Electrical Support (gym only) | | | | | | | | | | | | |
| Flip chart | | | | | | | | | | | | |
| Followspot (s) | | | | | | | | | | | | |
| Internet | | | | | | | | | | | | |
| Laptop | | | | | | | | | | | | |
| Microphones (wireless, lavalier, etc.) | | | | | | | | | | | | |
| PA System (gym) | | | | | | | | | | | | |
| Phone | | | | | | | | | | | | |
| Piano - Grand (theater only) | | | | | | | | | | | | |
| Piano - Baby Grand (upper level only) | | | | | | | | | | | | |
| Piano Tuning \$160 | | | | | | | | | | | | |
| Platform Risers (4x4 or 4x8) | | | | | | | | | | | | |
| Podium | | | | | | | | | | | | |
| Projector - LCD | | | | | | | | | | | | |
| Screen | | | | | | | | | | | | |
| Side lights | | | | | | | | | | | | |
| Stage Dance Cover (Marley) | | | | | | | | | | | | |
| Tables | | | | | | | | | | | | |
| TV Monitor (50") | | | | | | | | | | | | |

Notes:

Banquet



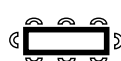
Classrooms



Conference



Hollow Square



Theater



U-Style



*If serving alcohol: Police Required \$80/hourly (4 hr min)

Date: _____

ECC#: _____

Client Contact Information:

Event Title / Event Name: _____

Contact Name: _____

Legal Name of Organization: _____

Applicant is: Individual/Group Corporation Non-Profit 501(c)(3) **(IRS Tax Letter will be required)**

Street Address: _____

Apt/Suite: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Mobile: _____ Facsimile: _____

Email: _____

Organization's Website URL: _____

Tax ID #: _____

EIN# (corporations, and/or businesses): _____

Retail Sales and Use Tax Certificate of Exemption Number: _____

Note: Please submit a copy of the exemption certificate to your Event Coordinator to avoid being charged sales & use tax.

Event Details:

Estimated Attendance: _____ Admission Fee (if applicable): _____

Is this a public or private event (If public, please enter a short description below)? Public Private

Type of Event:

Performance Rehearsal Meeting Conference Reception Lecture Game Dance Other

Other (please specify): _____

If the event is a performance (dance or dramatic), how many performers? _____

If the event is a performance, will there be an intermission? Yes No N/A Time(s):

If the event is a performance, will a technical rehearsal be required? Yes No N/A

Will music be played?* Yes No N/A

Short description of event (may be used for publication on NOVA's Website, with contact information regarding cost and/or ticket info):

Technical Information (for performances):

If the event is a performance (dance or dramatic), how many performers?

If the event is a performance, will there be an intermission? Yes No Time: _____

If the event is a performance, will a technical rehearsal be required? Yes No N/A

Audio/Visual Requirements (in many instances the room determines the A/V equipment available):

Will you videotape the production?

Yes No N/A Notes: _____

Videographer's Name: _____ Contact Number: _____

Miscellaneous Requirements:

Loading Dock Access Yes No N/A Notes: _____

Accessibility Needs Yes No N/A Notes: _____

Additional Notes: _____

Event Services:

Will there be a registration table? Yes No N/A Notes: _____

Will concessions/merchandise be sold? Yes No N/A Notes: _____

Will there be a media platform? Yes No N/A Notes: _____

Will there be any display requirements? Yes No N/A Notes: _____

Will there be signage requirements? Yes No N/A Notes: _____

Note: all signage must be approved by the College, and placement is restricted to certain areas. Client must remove all signs at the end of the event. Signs may not be affixed to any permanent campus building or equipment.

Additional Notes: _____

Parking:

Prepaid: Group purchases surface lot parking for guests at 30% x total rental rates.

*The Cultural Center will not be responsible for parking tickets received as a result of parking in the incorrect area.
Please speak to the Event Coordinator regarding pre-paid parking.*

Applicant Certification:

Applicant's Name (signed & printed): _____

Title or position in organization: _____

On-site Designee's Name: _____

On-Site Designee's Contact Phone: _____ Email: _____

The signatory hereby represent him/herself as an officer of the above organization in making application to NOVA for use of College facilities. The signatory has read the policy for use of College facilities, agrees to abide by its terms, and assumes supervisory responsibility for conduct and activity of all persons associated with and attending the function. The signatory understands that he/she will be held responsible for any damages to College property as a result of the above-mentioned activity. The College will be held blameless from any loss, damage liability, expense, claim, or demand that may arise or be caused in any way by such use of College facilities. The signatory will make necessary arrangements to ensure the area is cleaned and left in the order in which it was found. The College expects full compliance with the terms of the Americans with Disabilities Act by the signatories.