

FACILITY RENTAL APPLICATION – MANASSAS

~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.

Application for Use of Facilities - Process:

1. Complete the **Facility Rental Application** and submit it via fax or email it to: Tayoka Jordan at tajordan@nvcc.edu
2. A NOVA Event Coordinator will review the application and verify that the space is available for the requested date. If available, the Event Coordinator will send an estimate and/or invoice to the customer and a tentative hold will be placed on the space.
3. If the customer wishes to proceed with booking the event, the Event Coordinator will send an **Event Agreement** to be signed by the customer. Once NOVA receives the signed agreement and deposit payment, the room will be placed on a “contract” status.
4. The assigned Event Coordinator will set up a meeting (if required) and/or conference call with the client, the Production Manager, and any other stakeholders for the event, to spell out the details for the event. Prior to the event date, staff members will contact the client to further discuss the final event details (catering, equipment load-in, set-up, etc.) 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

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.

Non-Profit Organizations: In order to receive non-profit rates, NOVA must receive a copy of the organization's 501-c letter from the IRS stating that the organization is a non-profit. Until we have the copy, the event will be priced at for-profit rates.

Event Details:

Atrium/Breezeway Cafeteria Classroom(s) Colgan Lobby Conference Computer Lab(s)

Howsmon Lecture Hall Howsmon Patio Amphitheatre Seminar Rooms Soccer Field

Colgan Theater Other (please specify room): _____

Preferred Bldg _____ Preferred Room No. _____

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

We realize if multiple rooms will be used during an event there is a strong possibility that there will be different start/end times for individual rooms. Below please indicate the **general** dates/times for the planned event.

Event Start Date: _____ Event End Date: _____

Event Start Time: _____ Event End Time: _____

Onsite Designee: _____ Contact Phone: _____ Email: _____

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 (dance or dramatic), is the Marley floor needed? Yes No N/A

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

Note: if yes, the client must furnish three copies of any printed programs and pay fees to **ASCAP & BMI**

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, does the performing organization have a technical rider? Yes No N/A

If the event is a performance, does the presenting organization have a stage manager? Yes No N/A

Stage Manager's or Technical Contact's Name (if applicable): _____

Stage Manager/Technical Contact's Phone: _____ Email: _____

Stage and/or Room Requirements:

- | | | | | |
|--------------------|------------------------------|-----------------------------|------------------------------|--------------|
| Podium | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A | Notes: _____ |
| Music Stands | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A | Notes: _____ |
| Piano | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A | Notes: _____ |
| Piano Tuning | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A | Notes: _____ |
| Marley Dance Floor | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A | Notes: _____ |
| Cyc | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A | Notes: _____ |
| Drops | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A | Notes: _____ |
| Choral Risers | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A | Notes: _____ |
| Platforms (4x8) | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A | Notes: _____ |

Will fog/haze/smoke machines be used? (if so, client must consult with the Production Manager)

Yes No N/A Notes: _____

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

- | | | | | |
|------------------------|------------------------------|-----------------------------|------------------------------|---|
| Microphones | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A | How many? _____ Lavalieres? _____ |
| CD Player | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A | How many? _____ Location(s) needed: _____ |
| LCD Projector & Screen | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A | How many? _____ Location(s) needed: _____ |
| Projection - Other | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A | How many? _____ Location(s) needed: _____ |

Will you videotape the production?

Yes No N/A Notes: _____

Videographer's Name: _____ Contact Number: _____

Lighting Requirements (theater only; in some instances, specialty lighting may not be available):

- | | | | | |
|-------------------|------------------------------|-----------------------------|------------------------------|--------------|
| Followspot | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A | Notes: _____ |
| Dimmable Lighting | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A | Notes: _____ |

Miscellaneous Requirements:

- | | | | | |
|---------------------|------------------------------|-----------------------------|------------------------------|--------------|
| Loading Dock Access | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A | Notes: _____ |
| Accessibility Needs | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A | Notes: _____ |

Additional Notes: _____

Event Services:

- Will parking be prepaid by client? Yes No N/A Notes: _____
- 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. No decorations or other items may be tacked, taped or affixed in any way to the walls, pillars, or any other surface of the building inside or out. Temporary directional signs on their own supports may be in placed the day of the event, but must be approved by the Event Coordinator, and must be removed immediately after the event. Additional fees will be charged for unauthorized display of advertising materials or directional signs.

Additional Notes: _____

Event Catering Information:

The event will require the following type of catering service(s) – please check all that apply:

- Food Beverage Alcohol N/A Will be using caterer; but, unconfirmed at present

Type of Catering Service (please check all that apply):

- Table Service Buffet Coffee/Tea/Beverage Snacks

Note: To serve Alcohol the College requires that any user dispensing alcoholic beverages comply with the regulations of the Virginia Alcoholic Beverages Control Board. A form (**Form 12-080**) requesting permission to serve alcoholic beverages must be submitted to the College. Once approved, the user must obtain a permit to dispense alcoholic beverages from the ABC Board. The user must show the permit to serve alcoholic beverages to the Event Coordinator before the event. A police officer must be present at any event where alcohol is served.

(NOVA Police Special Detail is billed at a minimum of 4 hours at \$80.00 per hour).

Caterer (must be licensed and meet our liability insurance requirements): _____

Catering Company Contact: _____

Catering Contact Phone: _____ Email: _____

Applicant Certification:

Applicant’s Name (Printed): _____

Applicant’s Name (Signature): _____

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.