

## FACILITY RENTAL APPLICATION – MEDICAL EDUCATION CAMPUS

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:
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 No./SSN (individuals): \_\_\_\_\_

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:**

Classroom(s)  Forum  Lab  Other

Other (please specify room): \_\_\_\_\_

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.

Day: \_\_\_\_\_ Date: \_\_\_\_\_ Event Start Time: \_\_\_\_\_ Event End Time: \_\_\_\_\_

Day: \_\_\_\_\_ Date: \_\_\_\_\_ Event Start Time: \_\_\_\_\_ Event End Time: \_\_\_\_\_

Day: \_\_\_\_\_ Date: \_\_\_\_\_ Event Start Time: \_\_\_\_\_ Event End Time: \_\_\_\_\_

Day: \_\_\_\_\_ Date: \_\_\_\_\_ Event Start Time: \_\_\_\_\_ Event End Time: \_\_\_\_\_

**Type of Event:**

Meeting  Conference  Reception  Training  Other

Other (please specify): \_\_\_\_\_

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**

**Miscellaneous Requirements:**

Loading Dock Access  Yes  No  N/A Notes: \_\_\_\_\_

Accessibility Needs     Yes     No     N/A    Notes: \_\_\_\_\_  
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 (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.