



The Southwest Virginia Higher Education Center (SVHEC) provides undergraduate and graduate degree programs, professional development courses, as well as 95,000 square feet of high-tech conference facilities.

Guidelines Agreement

Reservations

1. Event bookings are considered TENTATIVE until we receive the signed Facility Guidelines Agreement.
2. The SVHEC reserves the right to alter space assignments as necessary. Please see the receptionist at the Information Desk upon your arrival.
3. The facility is generally open from 8:00 a.m. until 9:00 p.m. during the week and 8:00 a.m. until 5:00 p.m. on Saturday. Earlier or later arrival or departure times must be arranged in advance of the event.
4. Proof of insurance naming SVHEC as additional insured is required for events in the Grand Hall and must be submitted before event will be confirmed. State Agencies are exempt.
"It is agreed and understood that your organization will maintain general liability insurance coverage with a minimum limit of \$1,000,000 per occurrence, which includes coverage for your activities that will take place at SVHEC, and that such coverage will include our employees and agents as insureds. A certificate of insurance may be required upon request".

Food & Beverages

5. Breakfast & breaks are available through the SVHEC (see Event Checklist).
6. Please provide the refreshment orders at least one week in advance.
7. If you need a catered meal, please choose one from our Approved Caterer's list on our website at www.swcenter.edu.
8. Alcoholic beverage services must be arranged in advance with the SVHEC and in accordance with Virginia ABC laws. "Brown bagging" is not permitted.

Audio/Visual Requests & Technical Assistance

9. Please provide the A/V Requests at least one week in advance
10. Technical assistance is available and should be requested one week in advance. Basic technical assistance is provided to customers who rent the Center's equipment. After your allowed 30 minutes, technical assistance is \$75 per hour.
11. If customers choose to bring their own equipment and need assistance, a \$75 per hour minimum technical service charge will be assessed.
12. Last minute requests for equipment or assistance may not be available.

Publications

13. Use the correct title of the facility, "The Southwest Virginia Higher Education Center," in advertising, press releases, or notices.
14. Publication of room assignments must be approved.
15. We will be happy to display flyers, brochures, posters, or other publications advertising your event. Please provide them to us as early as possible.

Liability

16. Damages to the facility will be the responsibility of the organization hosting the event to the extent caused by the acts or omission of organization's agents or employees. State Agencies are exempt.
17. Materials should not be attached to the walls. Please request flip chart holders to display posters, charts, etc.

State Laws

- 18. Exit doors must not be blocked.
- 19. No tobacco products are allowed in the building.
- 20. Only service animals are allowed in the building.
- 21. Only power strips with power surges are to be used in the facility. Power cords should accommodate only one device per cord.
- 22. "The public is hereby placed upon notice that failure to pay in full at the time goods, services, or treatment are rendered or when billed will result in the imposition of interest at the rate of 1.5% per month on the unpaid balance. Returned checks will incur a handling fee of \$25.00. If the matter is referred for collection to an attorney or to a collection agency, then the debtor will be liable for the attorney's fees or additional collection fees of 3% of the then unpaid balance. Requesting goods or services will be deemed to be acceptance of these terms." State Agencies are exempt.

Security

- 23. Advise us if you will be using security guards or other security measures.

Departure

- 24. Rooms should be left clean and orderly. Plastic bags are available at the Information Desk for use in disposing of excessive trash.
- 25. Furnishing must be returned to their original configuration.

Cancellations

- 26. If cancellation is necessary, please do so at least a week in advance.
- 27. Meetings and events cancelled at the last minute may result in a penalty.
- 28. Failure to return the Guidelines Agreement does not automatically cancel an event.

Displays

- 29. The SVHEC partner institutions may display program material if appropriate.

The Facility Guidelines Agreement must be signed and returned immediately. If the charges shown on the Confirmation Report are over \$1000, a \$500 deposit is required. If a deposit is not received within 30 days, the SVHEC reserves the right to release the room(s) and function space held.

I hereby agree to abide by the guidelines outlined in the Southwest Virginia Higher Education Center Facility Guidelines Agreement. I accept responsibility for charges incurred by my organization/event.

Organization: _____

Name of Event _____

Date of Event _____

Contact on-site the day of the event: _____

Telephone Number of on-site person: _____

_____/_____

Signature Date

Printed Name

_____/_____

Sonia Vanhook or Joyce Brooks Date

Southwest Virginia Higher Education Center

Please return signed agreement to:
Conferences Services, SVHEC, P.O. Box 1987, Abingdon, VA 24212
Fax: 276-619-4309

Email to svanhook@swcenter.edu or jbrooks@swcenter.edu