



## Southwest Virginia Higher Education Center

# General Public Facility Use Guidelines

Thank you for your interest in hosting an event at the Higher Education Center. Please review the following guidelines carefully as you prepare for your upcoming event.

### Reservations

1. Event bookings are considered TENTATIVE until a signed copy of the Facility Use Guidelines has been received by our staff.
2. The Higher Education Center reserves the right to alter space assignments as necessary. Our staff will notify you of any changes that must be made.
3. The Higher Education Center is generally open from 7:30 a.m. until 10 p.m. during the week, and for special events on weekends. Arrival and departure times must be arranged in advance of the event. If an event surpasses the requested event time frame, an additional fee of \$250 per hour will be incurred.
4. All events must end by midnight. The Center allows 1 additional hour for clean-up and load-out after an event has ended at no additional charge. If clean-up or load-out persists after the allotted 1-hour time frame, the customer will incur an additional fee of \$250 per hour.
5. Upon departure, rooms should be left clean and orderly. All furnishings should be returned to their original configuration. Additional trash bags are available upon request from our Conference Services staff.
6. In the circumstance that classroom furnishings must be reconfigured for a meeting or event, a reconfiguration fee of \$25.00 per hour will be incurred. This fee does not apply to events scheduled in the Grand Hall or Rooms 103/104, but will apply to any other classroom in the facility.
7. Proof of insurance naming the Higher Education Center as the additional insured may be required for events held in the Grand Hall and must be submitted before the event can be confirmed. State agencies are exempt from this requirement.

The insurance form must include the following statement:

**“Southwest Virginia Higher Education Center, as well as its employees and agents, are named as additionally insured for the date of the event.”**

It is agreed and understood that your organization will maintain general liability insurance coverage with a minimum limit of \$1,000,000.00 per occurrence, which includes coverage for your activities that will take place at the Higher Education Center and that coverage will include our employees and agents as insured. A certificate of insurance may be required upon request.

### Food & Beverages

1. Continental breakfast and break items are available for purchase through the Higher Education Center. Please see our Event Checklist for a complete list of refreshments and prices.
2. Refreshment requests should be made at least one week (7 days) in advance of the scheduled event.

3. If the event requires a catered meal, please select an Approved Caterer from the list available on our website: [www.swcenter.edu](http://www.swcenter.edu).
4. Alcoholic beverage services must be arranged in advance with the Higher Education Center and in accordance with Virginia ABC laws. A valid Virginia ABC license is **required** for all events scheduled in the facility and must be displayed throughout the event. Please provide a copy of the ABC license to our staff as soon as possible. "Brown bagging" is not permitted.
5. Alcohol may not be served after 11 PM for any event scheduled in the building. If an event is booked past 11 PM, alcohol must be removed from the room at that time and should not be made available to event organizers or attendees. Any customer not in compliance with this regulation will be asked to leave the premises and may not be eligible for future bookings.

### Audio/Visual Requests & Technical Assistance

1. AV requests should be made at least one week (7 days) prior to the scheduled event.
2. On-site technical assistance is available at the client's request. Basic technical assistance of up to 30 minutes is provided to customers who rent the Center's equipment. If the allotted 30 minutes is exceeded, additional IT assistance is available at the rate of \$75.00 per hour.
3. If a client chooses to bring their own equipment and requires IT assistance, a \$75.00 per hour minimum service charge will be incurred.
4. Designated IT assistance is **strongly encouraged** for any event held in the Grand Hall. If designated IT assistance is not requested, the client **must** have a representative scheduled to maintain the sound booth. The representative must meet with an IT staff member prior to the event in order to be trained on how to use the equipment in the sound booth.
5. **If a live band is hired for an event, the client must arrange a meeting with the Center's IT staff at least 10 days prior to the event date to discuss AV needs.** Further, designated IT assistance will be **required** at the rate of \$75.00 per hour, **unless** the band is able to provide their own sound engineer. A sound check will be required at least 2 hours in advance of the scheduled event start time. The band must provide a stage diagram and/or rider, including any specific AV needs, at least 10 days prior to the scheduled event.
6. Due to limited staff, the Higher Education Center may be unable to accommodate AV requests made within 72 hours of the scheduled event.

### Payments

1. Payment in full for reserved room(s) is due upon return of the signed Facility Guidelines Agreement. Associated event costs assessed during planning is due two weeks (10 business days) prior to the scheduled event.
2. The Higher Education Center reserves the right to release the reserved room(s) if payment is not received within 30 days of receipt of the Confirmation Report.

### Cancellations

1. Cancellations should be made at least one week (7 days) prior to the scheduled event at no charge.
2. Cancellations made within 48 hours of the scheduled event may incur a fee reflecting 25% of the reserved room(s) rental fee.
3. Cancellations made within 24 hours of the scheduled event may incur a fee reflecting 50% of the reserved room(s) rental fee.
4. If a client neglects to notify our staff of a cancellation prior to the event, payment in full based on the most recent confirmation report will be expected and required.

5. Cancellations may be made via e-mail to [events@swcenter.edu](mailto:events@swcenter.edu) or by phone at (276) 619-4342. Please note that failure to return these guidelines does not automatically cancel an event.

### Security

1. The Higher Education Center employs security personnel who monitor the building and grounds during normal business hours. Security is stationed at our main Information Desk and regularly patrols the facility.
2. A security officer is required to be on duty at all functions where alcohol is being served. Arrangements will be made by the Southwest Virginia Higher Education Center and the Center's contracted security provider. The required charge is \$40.00 per hour, for a minimum of three hours. The officer will be scheduled 30 minutes before and after the predetermined event time frame. The client will be charged additional fees at the same rate if the officer must work beyond the original contract time. All functions that serve alcohol require security.
3. The Higher Education Center reserves the right to request security for large events that are open to the general public. Such determinations will be made on a case by case basis. Events determined to require security will incur a fee of \$40.00 per hour, for a minimum of three hours. The officer will be scheduled 30 minutes before and after the predetermined event time frame.
4. Please advise our staff in advance if you plan to use additional security guards or other security measures for a scheduled event.

### Right of Entry

1. Higher Education Center employees and agents reserve the right to enter any event for the purposes of inspection, enforcing rules and regulations, performing routine event services and for building maintenance purposes.

### Publications

1. Please use the correct facility title, "Southwest Virginia Higher Education Center," in any advertisements, press releases or notices.
2. Publication of room assignments must be approved.

### Photography

1. Higher Education Center employees and agents may conduct photography (still and motion) of any event or space and such photography may be used for marketing purposes. You may contact our event planning staff prior to the event if a conflict of interest arises.

### Displays

1. The Higher Education Center's partner institutions may display program material related to a scheduled event.
2. Yard signs may be displayed by the client on the campus of the Southwest Virginia Higher Education Center. These signs may be placed the evening before an event begins, but must be removed immediately following the completion of the event prior to the client leaving the campus.

### Liability

1. Damages to the facility will be the responsibility of the organization or individual hosting the event to the extent caused by the acts or omission of organization's agents or employees. State agencies are exempt from this requirement.

2. Materials should not be attached to the walls. Please request flip chart holders or easels to display posters, charts, etc.

### Regulations

1. Room capacities must be observed as established by the Higher Education Center in compliance with fire code. If room capacities are exceeded, the customer will be required to block further entry and to reduce the room capacity to a level at or below the maximum capacity. The Higher Education Center reserves the right to take action on its own initiative to enforce compliance with building regulations, the fire code, and room capacity limits.

The maximum capacity for the Grand Hall is 1,200 for a theatre-style event (with chairs only) or 500 for a banquet-style event (with round tables and chairs).

2. Exit doors must not be blocked.
3. Tobacco products are not permitted in the building.
4. The carrying of firearms or explosive materials in the building is prohibited by §18.2-283.2 (Code of Virginia) unless held by law enforcement, authorized security, or military personnel authorized to carry such in accordance with their official duties.
5. Only service animals are allowed in the building.
6. The use of candles, sparklers, or other open flame devices is not permitted in the building. Sterno heating of food for catered events is an exception and will be permitted.
7. Fog and haze machines are not permitted in the building.
8. Children under the age of 13 should be supervised by an adult at all times and must be accompanied by an adult in common areas of the building including hallways and restrooms. Unaccompanied minors will be asked to return to the rented event space. Any guest not in compliance may be required to leave the premises and may not be authorized to return for future events.
9. Only power strips with a circuit breaker can be used in the facility. Power cords should accommodate only one device per cord.
10. Returned checks will incur a handling fee of \$25.00. If the matter is referred for collection to an attorney or collection agency, then the debtor will be liable for the attorney's fees or additional collection fees of 3% of the then unpaid balance. Requested goods or services will be deemed to be acceptance of these terms. State agencies are exempt from this requirement.



Southwest Virginia Higher Education Center

## Facility Use Guidelines Agreement

The Facility Use Guidelines Agreement must be signed and returned immediately in order to confirm the event request.

**I certify that I have reviewed the Facility Use Guidelines set forth by the Southwest Virginia Higher Education Center in their entirety and hereby agree to abide by the guidelines outlined. I accept full responsibility for any charges incurred by my organization/event.**

Organization: \_\_\_\_\_

Name of Event: \_\_\_\_\_

Date(s) of Event: \_\_\_\_\_

Day of Event On-Site Contact: \_\_\_\_\_

On-Site Contact Phone: \_\_\_\_\_

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_

**Please return the signed agreement via e-mail to [events@swcenter.edu](mailto:events@swcenter.edu) or via fax to 276-619-4309, ATTN: Event Planning.**