



7093 BROAD NECK ROAD HANOVER,VIRGINIA 23069  
(804) 537-5316 J. PATRICK BRIDGE, VPSTC DIRECTOR

## FACILITY USAGE REQUEST

REQUESTED DATE(S) \_\_\_\_\_ BEGIN/END TIME \_\_\_\_\_

AGENCY/DEPARTMENT \_\_\_\_\_

AGENCY CODE (STATE AGENCIES ONLY) \_\_\_\_\_ FIN (BILLING) \_\_\_\_\_ ☐ LOCAL ☐ STATE ☐ FEDERAL

BILLING ADDRESS \_\_\_\_\_

CONTACT NAME \_\_\_\_\_

WORK PHONE \_\_\_\_\_ CELL \_\_\_\_\_ EMAIL \_\_\_\_\_

NUMBER OF EXPECTED ATTENDEES \_\_\_\_\_

EVENT DESCRIPTION (ATTACH AGENDA/SCHEDULE IF AVAILABLE) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### EXCLUSIVE VPSTC CATERING SERVICES

(VPSTC WILL PLACE FOOD ORDERS AND BILL CLIENT/AGENCY AFTER EVENT – OUTSIDE CATERERS ARE PROHIBITED)

Will your event require food? ☐ YES ☐ NO ☐ BREAKFAST ☐ LUNCH

### CONFERENCE SPACE (BASED ON AVAILABILITY)

**\*\*EXCESSIVE USAGE FEES MAY BE CHARGED AT THE DISCRETION OF THE VPSTC DIRECTOR-PLEASE CONTACT JANEEN BROWN FOR DETAILS\*\***

**CHECK SPACE STYLE AND ITEMS NEEDED FOR EVERY SPACE YOU SELECT**

#### KNOX CONFERENCE HALL (30-175)

SPACE STYLE: \_\_\_ THEATER \_\_\_ CLASSROOM \_\_\_ LECTURE/CONFERENCE

#### ADMIN BOARD ROOM 1 (20)

SPACE STYLE: \_\_\_ POLYCOM \_\_\_ CONFERENCING/WEBINAR \_\_\_ 70 INCH TV

#### GYM (150)

SPACE STYLE: \_\_\_ GYM \_\_\_ THEATER \_\_\_ CLASSROOM \_\_\_ LECTURE/CONFERENCE

#### COMPUTER LAB (15)

SPACE STYLE: \_\_\_ POLYCOM \_\_\_ CONFERENCING/WEBINAR \_\_\_ CLASSROOM

ITEMS NEEDED:

PODIUM  
WIRELESS/HANDHELD  
MIC VIDEO/PA SYSTEM  
MATERIALS TABLE(S)

SCREEN  
HEAD TABLE/CHAIRS  
FLIP CHART/MARKERS  
CHECK IN TABLE(S)

LCD PROJECTOR  
COMPUTER  
WIRELESS MOUSE/POINTER  
FOOD TABLE(S)

INTERNET ACCESS  
DRY ERASE BOARD  
BREAKROOM(SMYTH HALL ONLY)  
FAX/COPIER

### SMYTH HALL ACADEMIC BUILDING

ROOMS INCLUDE: PROJECTOR, SCREEN, COMPUTER EQUIPMENT, DRY ERASE BOARD, FLIP CHARTS AND BASIC CLASSROOM STYLE SETUP.

**CHECK ROOMS NEEDED**

SH ROOM 401 (49)	SH ROOM 405 (26)	SH ROOM 412 (22)	SH ROOM 418 (22)
SH ROOM 402 (26)	SH ROOM 406 (26)	SH ROOM 414 (22)	SH ROOM 419 (35)
SH ROOM 403 (26)	SH ROOM 408 (26)	SH ROOM 416 (10)	AV LAB (15)

### SPECIAL REQUEST AND ACCOMODATIONS

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

CLIENT NAME \_\_\_\_\_ DATE \_\_\_\_\_

DIGITAL SIGN \_\_\_\_\_

VPSTC IS RESPONSIBLE FOR SETUP, MAINTENANCE, CLEANING AND TRASH REMOVAL.  
CONTACT: JANEEN BROWN CUSTOMER RELATIONS COORDINATOR  
DESK: (804) 537-6637 CELL: (804) 382-4125 EMAIL: [JANEEN.BROWN@DJJ.VIRGINIA.GOV](mailto:JANEEN.BROWN@DJJ.VIRGINIA.GOV)

## FACILITY USAGE AGREEMENT

COMPLETED BY VPSTC UPON FACILITY AND CATERING APPROVAL

## CATERING REQUEST

[illegible]

**\*\*ESTIMATED USE/FOOD FEE**\_\_\_\_\_ **FINAL FEE**\_\_\_\_\_ **DATE**\_\_\_\_\_

## FACILITY USAGE

**ALL SPACES REQUESTED ABOVE AVAILABLE AND APPROVED BY VPSTC**

**SPACES REQUESTED ABOVE REQUIRE MODIFICATIONS BY VPSTC**

**Modifications:**

[illegible]

### CONFIRMATION/APPROVAL OF USAGE

DIRECTOR/DESIGNEE PRINTED NAME \_\_\_\_\_ DATE \_\_\_\_\_

DIRECTOR/DESIGNEE SIGNATURE \_\_\_\_\_

CLIENT PRINTED NAME \_\_\_\_\_ DATE \_\_\_\_\_

CLIENT SIGNATURE \_\_\_\_\_