



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)

