VPSTC
Virginia Public Safety Training Center
Partners in Protecting the Commonwealth

7093 BROAD NECK ROAD HANOVER, VA 23069 804-537-5316 TORI RAIFORD, MANAGER

FACILITY USAGE REQUEST FOR GOVERNMENT ENTITIES TRAINING, CLASSES, MEETINGS, ETC.

REQUESTED DATE(S) _____   BEGIN TIME _____   END TIME _____

ARE YOUR DATES FLEXIBLE?   [ ] YES   [ ] NO

AGENCY/DEPARTMENT _____   AGENCY CODE (STATE AGENCIES ONLY) _____

CONTACT NAME _____   [ ] STATE   [ ] FEDERAL   [ ] LOCAL

Mobile _____   EMAIL _____

BILLING ADDRESS _____

EVENT TITLE

_____

NUMBER OF EXPECTED ATTENDEES

_____

SELECT THE TYPE OF SPACE REQUESTED FOR YOUR EVENT

SPECIFIC SPACE MAY BE REQUESTED BUT IS ASSIGNED BASED ON AVAILABILITY AND EVENT.

THE CUSTOMER RELATIONS OFFICE WILL CONTACT YOU TO DISCUSS YOUR ROOM SETUP AND AVAILABILITY.

[ ] ACADEMIC CLASSROOM   [ ] COMPUTER LAB   [ ] KNOX HALL

[ ] A/V PRODUCTION STUDIO   [ ] GYM   [ ] ADMIN I / ADMIN II CONFERENCE ROOM

[ ] VPSTC EXTERIOR PROPERTIES [ ] OTHER/CONTACT VPSTC CUSTOMER RELATIONS COORDINATOR (804) 971-1087

SPECIAL REQUESTS AND ACCOMODATIONS

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

CATERING SERVICES

EXCLUSIVE VPSTC CATERING SERVICES - OUTSIDE CATERERS ARE PROHIBITED.

WILL YOUR EVENT REQUIRE FOOD?   [ ] YES (FEE*)   [ ] NO   *FOOD TABLE(S) PROVIDED AND SETUP BASED ON THE SELECTED MENU.*

*AN INVOICE FOR FOOD ORDERS WILL BE SENT TO THE CLIENT/AGENCY AFTER EACH EVENT.

THE CUSTOMER RELATIONS OFFICE WILL CONTACT YOU TO DISCUSS YOUR CATERING REQUEST TO PROVIDE ASSISTANCE.

ALL FOOD PURCHASES SHALL ADHERE TO THE GUIDELINES IDENTIFIED IN THE CAAP MANUAL AND ESTABLISHED AGENCY PROCEDURES.

THE PURCHASE SHALL BE WITHIN THE MEAL GUIDELINES OF THE M&IE RATE TABLE PER THE DEPARTMENT OF ACCOUNTS REQUIREMENT.

CLIENT NAME _____   DATE _____

DIGITAL SIGNATURE _____

If you have questions or need assistance completing this form,

please email vpstc@djj.virginia.gov to contact the Customer Relations Office.