



Kathleen Q. Johnson  
Office of Financial and Administrative Services  
173 Skirmisher Lane  
Middletown, VA 22645

October 8, 2009

RE:

Dear:

Thank you for your interest in holding your organization's event at Lord Fairfax Community College. We are pleased to support our community and local service region by providing affordable, professional facilities for meetings and events. If you are interested in reserving a room at either the Fauquier or Middletown Campus, please complete the following steps:

1. Review the *Guidelines for Community Use of College Facilities*.
2. Complete the application.
3. Submit the application to the Facilities Coordinator for the respective campus.
  - a. Fauquier – Cindy D'Ambro, 540-351-1505
  - b. Middletown – Sarah Kozlowski, 540-868-7272

Upon receipt of the completed Guidelines for Community Use of College Facilities, confirmation and details will be sent by mail. If you are interested in having your event catered at Middletown, please note that the Daily Grind & Sam's Hot Dog offer full service catering at a competitive price. For more information, please contact Caroline Raker at 540-514-6413.  
Cordially,

| |

Kathleen Q. Johnson  
Vice President of Financial and Administrative Services

# Office of Financial and Administrative Services | LFCC

## Guidelines for Community Use of College Facilities

---

### LORD FAIRFAX COMMUNITY COLLEGE GUIDELINES FOR COMMUNITY USE OF COLLEGE FACILITIES

*(Please detach and keep for future use)*

#### A. Eligible Organizations:

Recognized local organizations, agencies, and institutions are eligible to apply for the use of College facilities. Requirements of LFCC classes shall receive first consideration in the use of all facilities. College-related organizations and events have first priority over non-College related organizations.

#### B. Use of College Equipment:

College equipment may be used when renting College facilities:

1. The group using the equipment must agree to accept responsibility for repairing or replacing any equipment damaged or lost while in its possession.
2. LFCC may require an organization to pay a fee for a school employee to operate any requested equipment.

#### C. Application and Approval

1. Permission for the use of College facilities may be given only after an application form is submitted. Upon confirmation of room availability a Facilities Contract will be sent. The Facilities Contract must be signed and returned, with a down payment, within 10 business days of the contract being sent. Down payment will be 1/3 of the total fee for College facility use. Full payment is due 30 days before the scheduled event or the reservation will be cancelled.
2. The applicant will place reliable persons in charge of all activities, and be responsible for damage caused by the group or by others admitted. The names of the responsible persons must be listed on the application.
3. Before any application can be approved, each applicant must agree to accept full responsibility for liability, injury, or damage to person or property. The authorized agent for the organization the application and contract. The applicant shall hold the College and College's employees harmless from any claims, damages, or actions caused by the use of the facility.
4. In the event a scheduled event is canceled, notification must be given to the appropriate campus coordinator at least **48 hours** before the scheduled event start time.
5. Events canceled ***before*** the 48 hour period will be eligible for a full refund.

#### D. Rules and Conditions:

##### 1. Administrative

- a. Permission to use the College facilities does not imply that a co-sponsoring relationship exists.
- b. The College logo may not be used in conjunction with events that are not sponsored by the College.
- c. The event organizer is responsible for handling any media coverage related to events that are not sponsored by the College.
- d. Only those facilities assigned on the dates and times specified may be used.
- e. The number of participants shall not exceed the authorized room capacity.

- f. The organization shall be responsible for the conduct of its members.
- g. LFCC reserves the right to make room assignments based upon the most efficient use of College facilities according to organizational needs.
- h. An LFCC staff member or representative must have free access to all facilities at all times.
- i. The right to revoke an approved request at any time is reserved by LFCC.
- j. Compensation for any damage done to College property shall be provided by the sponsoring organization.
- k. Weekend events require special consideration and the College reserves the right to limit scheduling.
- l. In the event of inclement weather which results in the closing of the College, the scheduled event will be cancelled and a full refund provided.

**2. Buildings and Grounds/Equipment**

- a. No organization may use the buildings or grounds at any time or in any manner that will interfere with the regular program of the College
- b. Requests to move special properties into the College or onto the grounds prior to or on the date of rehearsal or performance must be approved by the vice president of financial and administrative services.
- c. Special permission is required to place decoration or scenery.
- d. Building keys will not be provided to any group.
- e. Kitchen facilities may not be used by outside organizations.
- f. Signage may be provided by the organization to direct participants to the event, but must be removed immediately after the event.
- g. Furniture may not be relocated during the event. Furniture setups will be handled by the College if advance notification is given.
- h. A space is provided on the form for use of AV equipment. Technology Services will confirm their ability to provide the requested support. Any event that requires technological support (including the use of equipment) will require that Tech Services staff be present during the event. See the Facility Use Rates page for applicable fees.

**3. Safety and Security**

- a. The College's parking is heavily impacted by the academic calendar. Large events which require significant parking should be evaluated in this context. Parking may be restricted to designated areas only
- b. Activities must not present danger to members of the College or community.
- c. Alcoholic Beverages on campus necessitate the following **mandatory** requirements:
  - 1. written approval by the vice president of financial and administrative services
  - 2. ABC license displayed at entrance to event
  - 3. security is required and will be provided by the College at an additional charge

**FACILITY USE RATES**

**Regular Group Rates – Middletown Campus**

<u>Room</u>	<u>½ Day</u>	<u>Full Day</u>	<u>Evening</u>	<u>Sat/Sun</u>
Classrooms	\$35	\$50	\$50	\$50
Computer Labs	\$75	\$150	\$150	\$175
William H. McCoy Special Events Center	\$200	\$300	\$300	\$400
Board Room	\$35	\$50	Closed	Closed

**Regular Group Rates – Fauquier Campus**

<u>Room</u>	<u>½ Day</u>	<u>Full Day</u>	<u>Evening</u>	<u>Sat/Sun</u>
Classrooms	\$35	\$50	\$50	\$50
Computer Labs	\$75	\$150	\$150	\$175
“The Barn”	\$100	\$200	\$100	\$200

**Facility Services Rates**

The following rates apply to all groups:

Audio Visual/Technical Services      \$30.00/hour  
 Security    \$35.00/hour

**Note: A minimum charge of \$75 will be required for the use of the Smith Event Center or “The Barn.”**

# Office of Financial and Administrative Services Guidelines for Community Use of College Facilities

# LFCC

## COMMUNITY USE OF COLLEGE FACILITIES REQUEST FORM

### ORGANIZATION INFORMATION

Name of Group: \_\_\_\_\_

Non-profit organization (501 c3):  Yes  No

FEIN #: \_\_\_\_\_

Responsible Person: \_\_\_\_\_

LFCC Liaison (if applicable): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone Number (W) \_\_\_\_\_ (H) \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

### EVENT INFORMATION:

Day(s): \_\_\_\_\_ Date(s): \_\_\_\_\_ Event start: \_\_\_\_\_ Event finish: \_\_\_\_\_

Setup Time (please include time needed for setup and cleanup): \_\_\_\_\_ to \_\_\_\_\_

Number of attendees: \_\_\_\_\_

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

Room(s) requested (classroom, special events center, the Barn etc.): \_\_\_\_\_

The following furniture is provided in the SEC, the Barn, & classrooms: tables and chairs.

Additional fees are required for College provided setups. Use attached setup guide for setup requests.

Alcohol will be served at this event:  Yes  No (***Please check one***).

If yes, please attach copy of license.

Media representation will be at this event:  Yes  No

**AUDIO-VISUAL:** Will you require audio-visual, sound equipment, podium or special lighting?

Yes  No

**TELEPHONE/COMPUTER ACCESS:** Technology Services are available for **additional charge**.

Yes  No

**VIDEO CONFERENCE CAPABILITY:** Will you require video conference capability to other agencies or entities?

Yes  No

### Office Use Only:

Request to Use College Facilities has been:  Approved  Denied

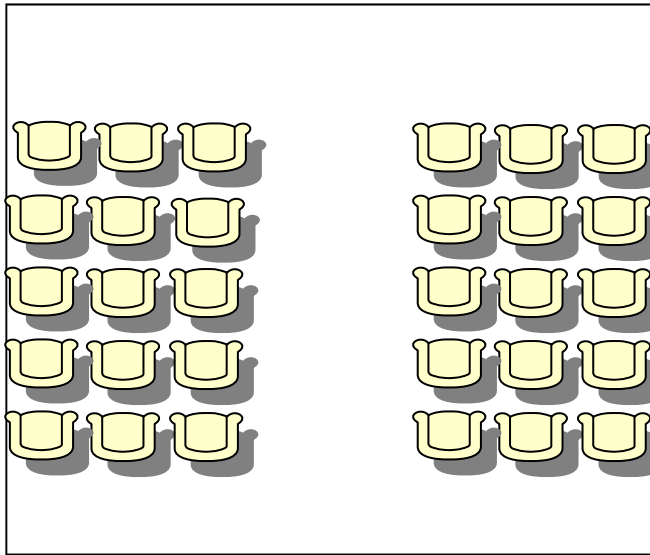
Room(s) assigned: \_\_\_\_\_ Service Charge: \_\_\_\_\_

Reviewed by: Fauquier Campus Administrator \_\_\_\_\_ Date \_\_\_\_\_

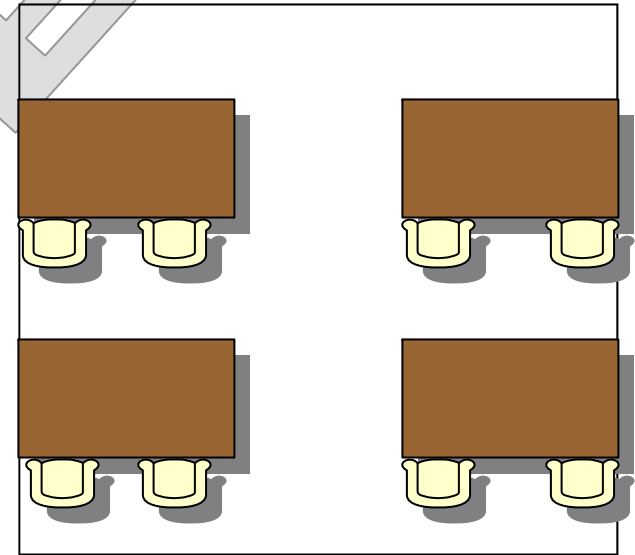
Reviewed by: Facilities and Administrative Coordinator \_\_\_\_\_ Date \_\_\_\_\_

# Room Configurations - Style Selection

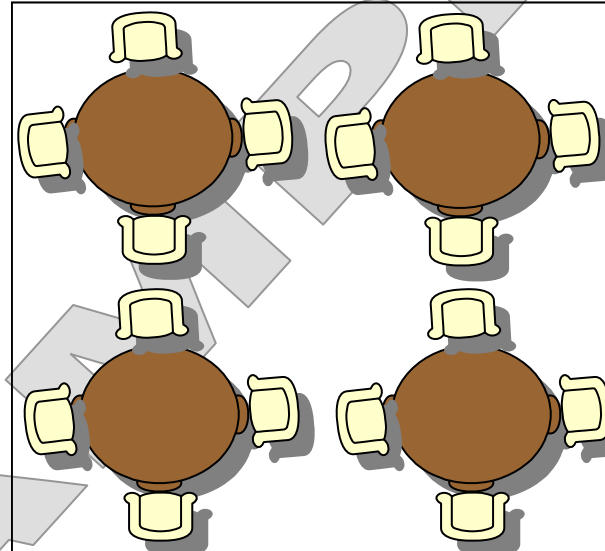
## Theater



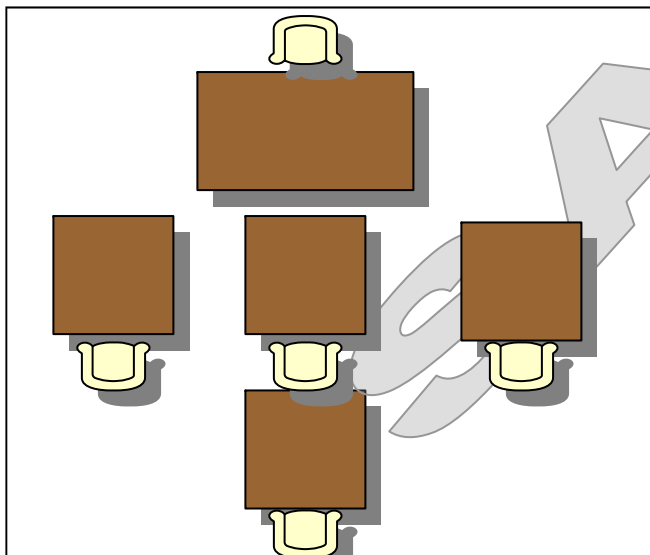
## Conference/Instruction



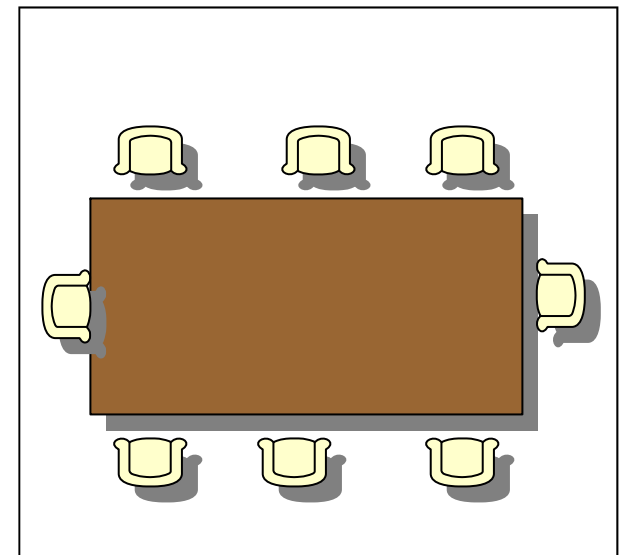
## Banquet



## Classroom/Student



## Conference/Meeting



*Note: This diagram is only a sample. Some rooms may not be able to be configured according to these styles.*

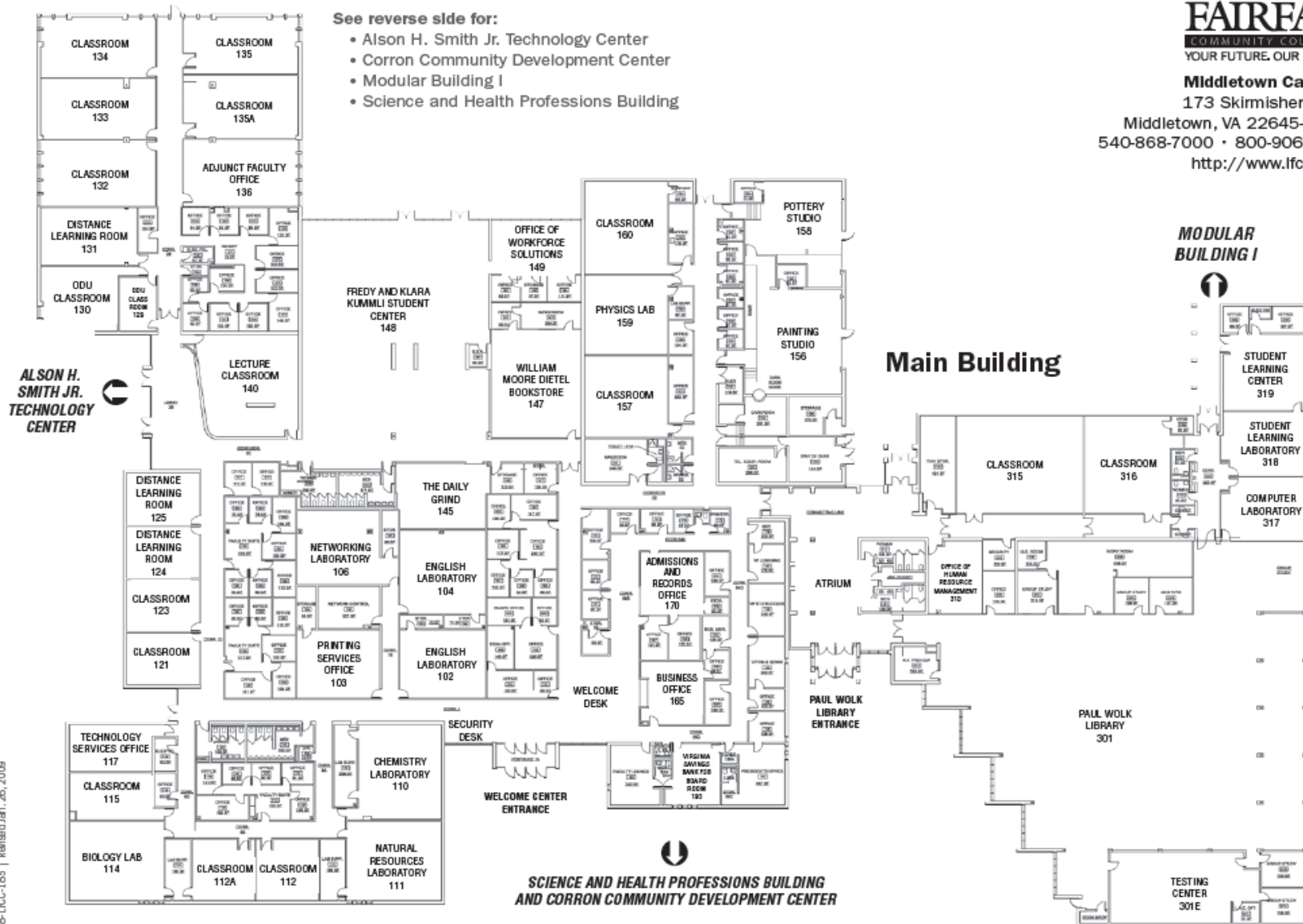
# Middletown Campus Room Map (revised January 2009)



**Middletown Campus**  
 173 Skirmisher Lane  
 Middletown, VA 22645-1745  
 540-868-7000 • 800-906-LFCC  
<http://www.lfcc.edu>

See reverse side for:

- Alson H. Smith Jr. Technology Center
- Corron Community Development Center
- Modular Building I
- Science and Health Professions Building



# Middletown Campus Room Map (revised January 2009)



**Middletown Campus**  
 173 Skirmisher Lane  
 Middletown, VA 22645-1745  
 540-868-7000 • 800-906-LFCC  
<http://www.lfcc.edu>

## Science and Health Professions Building

First Floor



## Science and Health Professions Building

Second Floor

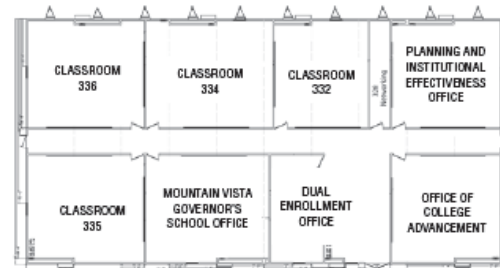


## Corron Community Development Center

Completion Spring 2010



## Modular Building I



See reverse side for:  
 • Main Building





# BARN

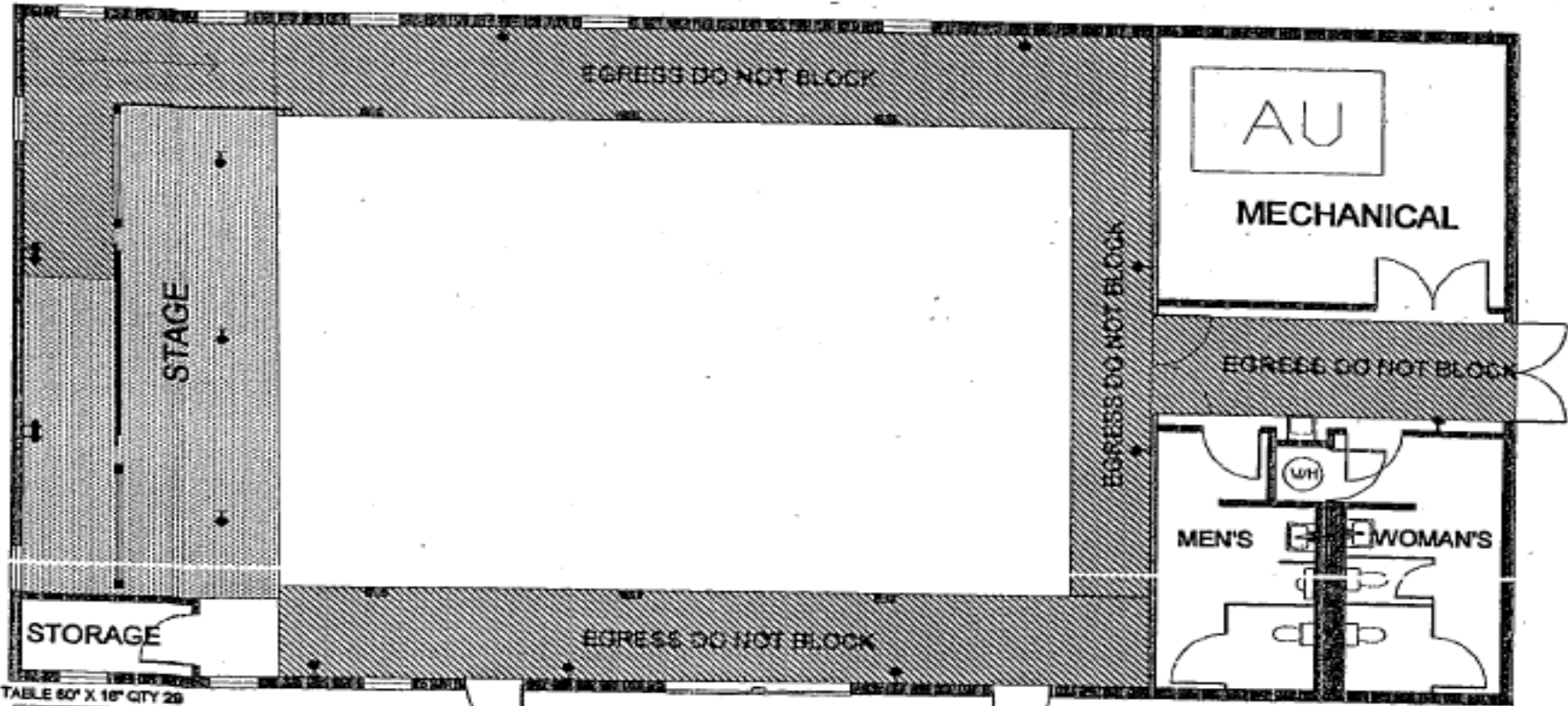
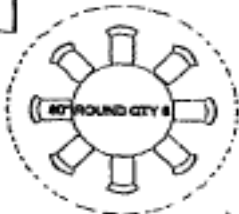


TABLE 60" X 18" CITY 20



classroom style = 80 people max.

auditorium style (just chairs)  
130 people max.



round tables

8 people @ table w/o food x 12 tables = 96 max.

7 people @ table w/ food x 12 tables = 84 max.

MAX STANDING 250

SCALE 1/8" = 1'

PROJECTION SCREEN

120 VOLT OUTLET