March 16, 2010

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,

Larry Baker
Interim Vice President of Financial and Administrative Services
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
Office of Financial and Administrative Services
Guidelines for Community Use of College Facilities

FACILITY USE RATES

Regular Group Rates – Middletown Campus

<table>
<thead>
<tr>
<th>Room</th>
<th>½ Day</th>
<th>Full Day</th>
<th>Evening</th>
<th>Sat/Sun</th>
</tr>
</thead>
<tbody>
<tr>
<td>Classrooms</td>
<td>$35</td>
<td>$50</td>
<td>$50</td>
<td>$50</td>
</tr>
<tr>
<td>Computer Labs</td>
<td>$75</td>
<td>$150</td>
<td>$150</td>
<td>$175</td>
</tr>
<tr>
<td>William H. McCoy Special Events</td>
<td>$200</td>
<td>$300</td>
<td>$300</td>
<td>$400</td>
</tr>
<tr>
<td>Center</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Board Room</td>
<td>$35</td>
<td>$50</td>
<td>Closed</td>
<td>Closed</td>
</tr>
</tbody>
</table>

Regular Group Rates – Fauquier Campus

<table>
<thead>
<tr>
<th>Room</th>
<th>½ Day</th>
<th>Full Day</th>
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</tr>
<tr>
<td>Computer Labs</td>
<td>$75</td>
<td>$150</td>
<td>$150</td>
<td>$175</td>
</tr>
<tr>
<td>“The Barn”</td>
<td>$100</td>
<td>$200</td>
<td>$100</td>
<td>$200</td>
</tr>
</tbody>
</table>

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.”
**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.
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: Purchasing Assistant; Administrative Officer __________________ Date _________
Room Configurations - Style Selection

Theater

Banquet

Conference/Instruction

Classroom/Student

Conference/Meeting

Note: This diagram is only a sample. Some rooms may not be able to be configured according to these styles.
MAX STANDING 250
SCALE 1/8" = 1'
PROJECTION SCREEN
120 VOLT OUTLET

STORAGE
STAGE
EGRESS DO NOT BLOCK
EGRESS DO NOT BLOCK

classroom style = 80 people max.
auditorium style (just chairs) = 130 people max.
round tables
8 people @ table w/ food x 12 tables = 96 max.
7 people @ table w/ food x 12 tables = 84 max.