

Steps/Procedures	Office	Initial	Date
1. Form completed in office making initial reservation; needs and fees assessed and properly marked. Enter on WTC Calendar as TENTATIVE.	Reserving Office		
2. Customer takes form to Business Office to sign and pay all applicable fees per needs assessed.	Business Office		
3. Business Office maintains copy of form and sends copy to Maintenance. 4. Customer contacts Physical Plant Director (355-4152 or <a href="mailto:thomast@wilttech.edu">thomast@wilttech.edu</a> ) after fees are paid to discuss listed needs.	Maintenance		
5. Physical Plant Director maintains a copy of the application and sends application back to office making initial reservation to finalize process and confirm event on WTC Calendar in Outlook.			

## WILLIAMSBURG TECHNICAL COLLEGE

### Application for Use of Facility or Furnishings

Date of Application: \_\_\_\_\_ Date of Event/Use \_\_\_\_\_

Time: From: \_\_\_\_\_ a.m./p.m. To: \_\_\_\_\_ a.m./p.m. Number of people attending event \_\_\_\_\_

Organization Making Request (Name and Address): \_\_\_\_\_ Person Responsible (Name, Address & Phone No): \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**The use of college facilities is limited to public and civic organizations under the following conditions:**

1. Drugs or alcohol are not allowed on the WTC campus.
2. Security and safety of persons attending events are the sole responsibility of the person and organization listed on this application.
3. Williamsburg Technical College assumes no legal responsibility for any persons, vehicles, or other personal property of those attending such events.
4. College property used must be properly cared for or damage or replacement costs will be assessed to the person and organization listed on this application.
5. The Physical Plant Director or his designee must be present to open or close the building, to turn on the lights, etc.
6. Proof of an insurance bond may be necessary for certain events.
7. Fees will be charged in accordance with the amount(s) shown on the approved application and must be paid in advance of use. Any additional charges due to damages, maintenance time, or unusual services are due within ten (10) days of notification. A deposit of half of the total rental fee must be paid upon approval of application. Cancellation within 72 hours of scheduled event will guarantee refund of deposit. Fees may be waived for certain non-profit organizations with proper supporting documentation.
8. The college will not be responsible for any cancellations which may become necessary by the college. Also, the college will not be liable for any expenses incurred due to these cancellations.
9. The person/organization is responsible for leaving the requested area in a clean and orderly condition.
10. The person/organization agrees to indemnify, defend, and same hold harmless WTC, its officers, agents, and employees from any and all claims and losses occurring or resulting in connection with the performance of the above event.
11. The person/organization agrees to pay in full no later than 72 hours before the use of any facility or furnishings. Cancellation notice must be to the Physical Plant Director (843.355.4152).

**Facilities requested:** \_\_\_\_\_ Auditorium; \_\_\_\_\_ Classroom; \_\_\_\_\_ Computer Lab; \_\_\_\_\_ Library; \_\_\_\_\_ Courtyard; \_\_\_\_\_ Student

Lounge; \_\_\_\_\_ Other (description) \_\_\_\_\_

**Fees assessed** (see price list on reverse side of this form):

Facility \$ \_\_\_\_\_; Maintenance \$ \_\_\_\_\_; Equipment \$ \_\_\_\_\_; Other \$ \_\_\_\_\_; Total Fees \$ \_\_\_\_\_

(Signature of Person Responsible) \_\_\_\_\_

(Date) \_\_\_\_\_

Amount Received \$ \_\_\_\_\_

Receipt Issued to \_\_\_\_\_

Balance Due \$ \_\_\_\_\_ by \_\_\_\_\_ (no later than 72 hours prior to event)

(Signature of Business Office Agent) \_\_\_\_\_

(Date) \_\_\_\_\_

(Approved By Physical Plant Director) \_\_\_\_\_

(Date) \_\_\_\_\_

(Maintenance Person Assigned) \_\_\_\_\_

## FACILITY/EQUIPMENT RENTAL/MAINTENANCE CHARGES

<b>Facility/Equipment</b>	<b>Price</b>	<b>Requested</b>	<b>Returned</b>	<b>Comments</b>
Auditorium:				
0-4 hours	\$150			
4+ hours	\$300			
Classroom:				
0-4 hours	\$ 75			
4+ hours	\$150			
Computer Lab (per person /per day)	\$ 50			
Courtyard (set up fee)	\$100			
Library:				
0-4 hours	\$150			
4+ hours	\$300			
Student Lounge				
0-4 hours	\$75			
4+ hours	\$150			
Maintenance Charge:				
1-4 hours	\$50			
4-8 hours	\$100			
8-12 hours	\$150			
<b>A/V EQUIPMENT</b>		<b># Requested</b>	<b># Returned</b>	
Cassette Player	\$10			
CD Player	\$ 10			
Electronic White Board (Smart Classroom)	\$ 10			
Flip Chart w/ pad	\$ 15			
Laser pointer	\$ 15			
LCD Projector (Power Point)	\$ 50			
Overhead Projector	\$ 10			
Podium w/ microphone	\$10			
Screens	N.C.			
TV/DVD/VCR	\$20			
Wireless Microphone	\$10			

(Signature of Maintenance Person in Charge)

(Date)

Copy to: Physical Plant Director