

The Stultz Center for Business and Career Development on the campus of Piedmont Virginia Community College is available for rental and use by outside agencies, organizations and the general public for meetings and other events on a space available basis. The following policies and procedures will govern the use of the Stultz Center for Business and Career Development.

### **THE RESERVATION PROCESS**

1. Complete the **Stultz Center Rental Request Form** which is available on line at [www.pvcc.edu/wfs](http://www.pvcc.edu/wfs) or by calling Workforce Services at 434.961.5354.
2. We will contact you within 48 hours regarding your request. Facilities can only be reserved during the current academic semester. Review of space availability will begin after your application is completed and received.
3. Submit a non-refundable \$50 application fee upon confirmation of your requested date to PVCC Business Office, 501 College Dr., Charlottesville, VA 22902.

### **GENERAL POLICIES FOR USE OF THE STULTZ CENTER**

**PAYMENT:** Payment is due within 30 days of receipt of invoice for use. Users will be billed within 30 days after the event.

**HOURS OF OPERATION:** The Center is open 8 a.m. to 10 p.m. Monday-Friday and 8 a.m. to 5 p.m. Saturdays. Rental fees are assessed according to half-day, full-day, evening and weekend use. The Stultz Center is closed on holidays observed by the College. Use of the facilities shall be automatically cancelled when the College is closed due to inclement weather or emergencies.

**CANCELLATIONS:** Cancellations are considered on a case-by-case basis. Cancellations made within 15 days of scheduled event date are subject to a fee of 50% of full reservation cost.

**CATERING:** The College does not provide catering services; however, catering can be coordinated with an outside vendor. Food and beverages are not allowed in the computer rooms or classrooms, and presence, purchase, sale or distribution of alcohol by non-college users is strictly prohibited. Illegal drugs are not allowed on the campus under any conditions. County and state laws apply.

**CLEANING:** The user shall ensure that the area is left in the same state in which it was received; that trash is disposed of properly and that furniture or equipment is returned to its original setting. If it is necessary for the College to clean the area, the user may be billed for the cost involved. The user will be charged for custodial time for any event that requires unusual custodial maintenance or clean-up such as excessive trash, food or garbage in the building or parking lot. Costs will be based on manpower and materials used. It is agreed that the user will observe all PVCC regulations and will exercise the utmost care in the use of the College's facilities.

**CONTRACT CHANGES:** Any and all changes, deletions or additions to the contract reservation form must be approved in writing by the Dean of Workforce Services no less than 30 days prior to event. Failure to comply with the conditions set forth above may result in the user's loss of future use of the facilities.

**DAMAGES:** All damage to College property will be the responsibility of the user involved in the program or activity.

**DECORATIONS:** There will be no decorations taped, stapled or pinned to walls, floors, ceilings, doors, windows, etc. without approval of Stultz Center staff in advance. The College is not responsible for any items not supplied by the College.

**EQUIPMENT:** With the exception of the breakout room, all rooms are equipped with an instructor computer station, projection screen, ceiling mounted projection unit and dry erase boards. The CenturyLink Computer Lab has 18 student computers. The Bank of America Conference Room is equipped for video conferencing. The equipment listed above is included in the fee schedule.

**INDEMNIFICATION:** User agrees to indemnify and hold the College harmless from loss, damage, liability, expense, claim or demand that may arise in any way from use of the College's facilities. *For Virginia State Agencies:* To the extent permitted by the laws of the Commonwealth of Virginia, the using agency shall be responsible for the acts or omissions of its agents and employees causing harm to persons not a party to this contract. Nothing herein shall be deemed as an express or implied waiver of the sovereign immunity of the Commonwealth.

**NON-COLLEGE GROUPS AND ORGANIZATIONS:** The College does not endorse any sectarian or political groups or organizations. Such groups may not indicate or imply that the group is sponsored by or affiliated with PVCC. Violation of this provision may result in cancellation of the reservation.

**OTHER CONDITIONS:** The Stultz Center reserves the right to impose upon user any other conditions it deems necessary to assure compliance with policies and procedures.

**PARKING:** User must follow Stultz Center and state parking rules, i.e. no parking in fire lanes, handicap spaces, double-parking or obstructing access to other users in any way. Violations will be reported to appropriate College and law enforcement authorities. Parking attendant fees will be charged only if deemed mandatory by mutual agreement.

**SECURITY:** College security must be used if deemed necessary by the College and/or requested by the user. The user shall be assessed the current rate for such security. In the event the College is unable to provide additional security for the event, the user shall use approved security and shall remunerate the external security firm directly without involving the Stultz Center.

**SMOKING:** Smoking is restricted to designated exterior areas, away from doors with disposal in designated receptacles.

**SOFTWARE:** Installation of software is not allowed on PVCC equipment.

**TECHNICAL SUPPORT:** *The College reserves the right to approve the use of any outside technical support staff.*

**VACATE THE FACILITY:** User must vacate the facilities and remove all of their materials and equipment within 30 minutes of specified ending time. If user does not vacate, additional fees equivalent to an hourly per diem may be assessed.

**FACILITY USE FEE SCHEDULE**

<b>Stultz Center for Business and Career Development</b>	<b>Capacity</b>	<b>Full Day</b>	<b>Half Day</b>	<b>Weekend</b>
Classroom	25-50	\$400	\$225	\$400
CenturyLink Computer Lab	18	\$500	\$300	\$500
Bank of America Conference Room (Video Conferencing available)	20	\$300	\$175	\$300
Breakout room (No equipment available)	20	\$100	\$75	\$100
State Agency and Nonprofit Discount		20%	20%	n/a
Basic Room Set-up		\$65	\$65	

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**HOURLY FEES**

Fees will be assessed as required. User will be notified in advance of additional fees.

<b>Position</b>	<b>Hourly Rate</b>	<b>Overtime Hourly Rate</b>
Security	\$20.00	\$30.00
Custodial	\$20.00	\$30.00
Computer Technician	\$25.00	\$37.50
Parking Attendant	\$10.00	\$15.00

By signing below, I indicate that I have read, understand and accept these policies, and that I am an authorized agent of the organization listed.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Organization: \_\_\_\_\_ Title: \_\_\_\_\_

Tax I.D. Number: \_\_\_\_\_