



The Franklin Center of Advanced Learning & Enterprise  
Room/Equipment Reservation Request Form

50 Claiborne Avenue  
Rocky Mount, VA 24151  
Phone: 540-483-0179 Fax: 540-483-1297  
E-Mail: [StaceyJones@franklincountyva.org](mailto:StaceyJones@franklincountyva.org)  
Internet: <http://www.thefranklincenter.org/>

Company Name \_\_\_\_\_

Reservation No: \_\_\_\_\_

Contact Name \_\_\_\_\_

Client Number: \_\_\_\_\_

Address \_\_\_\_\_

Issued Date: \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Fiscal Year: \_\_\_\_\_

Work Phone: (    ) \_\_\_\_\_

Cell Phone: (    ) \_\_\_\_\_

Email: \_\_\_\_\_

Name of the Meeting or Event: \_\_\_\_\_

Total Hours: \_\_\_\_\_

Number of People Attending: \_\_\_\_\_

Facilities Reserved: \_\_\_\_\_

Date: \_\_\_\_\_

Activity Time: \_\_\_\_\_

Notes: \_\_\_\_\_

**Room Rental Rates:**

Non-profit Companies or Agencies: No charge

For Profit Company or Agency Rates: \$25 per half day (up to 4 hours), \$50 per whole day (5+ hours)

**Coffee Service:**

The Franklin Center can provide coffee service for your meeting. Regular and/or Decaf coffee costs \$5.00 per pot and serves 10 to 12, six-ounce cups of coffee. Service also includes cups, creamer, sugar and stirrers. Coffee service must be requested and paid for 48 business hours in advance of the meeting date. Coffee services will be ready at 9AM for events scheduled to begin prior to 9AM. Please note coffee and number of pots below:

Regular Coffee: \$5.00 per pot x \_\_\_\_\_ pot(s) = \$\_\_\_\_\_Total

Decaf Coffee: \$5.00 per pot x \_\_\_\_\_ pot(s) = \$\_\_\_\_\_Total

**Seating:**

Please list the approximate number of people attending: \_\_\_\_\_

Furniture plan layout code (multipurpose rooms only): \_\_\_\_\_

(Please note that furniture arrangement plans can not be changed by Franklin Center staff the day of the event.)

**Video Conferencing - If your organization needs a video conference room, please provide the following information:**

IP address for Video Conference (if needed): \_\_\_\_\_

Date/time to test audio/visual technology in advance of event to ensure compatibility and correct performance:

\_\_\_\_\_

Approved By: \_\_\_\_\_

Customer Signature: \_\_\_\_\_

**SPACE RENTAL AGREEMENT**

To be eligible to use the facilities of The Franklin Center for Advanced Learning & Enterprise, your program or function must:

1. Have a clearly identifiable continuing education component, or otherwise
2. Be related to the teaching, economic development, workforce development, and/or public service missions of the Center.

Please check all that apply to your event:

<p><b><u>AUDIO/VISUAL EQUIPMENT**</u></b></p> <p><input type="checkbox"/> C/D player <input type="checkbox"/> computer <input type="checkbox"/> multimedia projector <input type="checkbox"/> conference call originating <input type="checkbox"/> conference call receiving <input type="checkbox"/> Internet connection <input type="checkbox"/> microphone <input type="checkbox"/> overhead projector <input type="checkbox"/> cable connection <input type="checkbox"/> screen <input type="checkbox"/> telephone line <input type="checkbox"/> TV/VCR <input type="checkbox"/> VCR w/ projector <input type="checkbox"/> Video Conference connection</p> <p><b>**Please note that Franklin Center equipment/technology must <u>not</u> be moved without staff approval.</b></p>	<p><b><u>FURNISHINGS**</u></b></p> <p><input type="checkbox"/> A/V table <input type="checkbox"/> display table <input type="checkbox"/> easel (check for availability) <input type="checkbox"/> flip chart stand <b>only</b> <input type="checkbox"/> head table <input type="checkbox"/> panel table <input type="checkbox"/> panel chairs <input type="checkbox"/> podium <input type="checkbox"/> registration table <input type="checkbox"/> refreshment table <input type="checkbox"/> sign holder</p> <p><b><u>REFRESHMENTS</u></b></p> <p>Local Catering Contacts (available upon request) Coffee: Regular or Decaffeinated, \$5.00 charge per pot (see page 1 for details)</p>
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1. Is this your first visit to our facility?  Yes  No

2. How did you hear about our facility?  Newspaper  Brochure  Business Associate  Other

3. Why did you choose our facility over others? \_\_\_\_\_

\_\_\_\_\_

<p><b>Brief description of the event</b></p> <p>_____</p> <p>_____</p> <p>_____</p>
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Customer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

I am authorized to act on behalf of this organization, and I am authorized to reserve space and services for the event as described in the estimate. I understand that charges will be made for the facilities and services described unless this reservation is cancelled in writing not less than **two business days** prior to the program. I hereby certify that the proposed program meets the criteria specified above and will abide by the terms and conditions of The Franklin Center Space Rental Agreement set forth on the reverse side and incorporated by reference herein. Terms and conditions set out on attached page 4 are herein included and made a part of this agreement.

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Signature of Authorized Organizational Representative

Date

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Print Name

Title

Sign and return the Agreement to:  
The Franklin Center for Advanced Learning & Enterprise  
50 Claiborne Avenue, Rocky Mount, VA 24151  
Phone: 540-483-0179 Fax: 540-483-1297

### Directions to the Center:

#### FROM ROANOKE, VIRGINIA

If you are traveling **from Roanoke**, VA take US 220 South to the first Rocky Mount exit. This exit puts you on North Main Street. Go 3-4 miles. You will come to a light that crosses old RR tracks and onto a bridge. Drive straight ahead (go past The Hub Restaurant), look for Claiborne Avenue on right (between Red Clay Cafe and Rocky Mount UMC). Turn right onto Claiborne Avenue, go ½ mile to The Franklin Center on left.

#### FROM MARTINSVILLE, VIRGINIA

If you are traveling **from Martinsville**, VA take US 220 North to the first Rocky Mount Exit (just past 619 Minute Market). This exit puts you on South Main Street. Follow South Main for 2-3 miles. Once you pass the Courthouse (on the right) you need to look for Randolph Street (on the left). Turn left onto Randolph Street, go to bottom of hill, take right into The Franklin Center parking lot. The front doors of the Center face Claiborne Avenue.

#### FROM LYNCHBURG AND SMITH MOUNTAIN LAKE, VIRGINIA

If you are traveling **from Lynchburg/Smith Mountain Lake**, take Route 122 South to Rocky Mount. Take Right at light and go through town. (You'll pass Lowes, Walmart, on left; Sheetz on right). Continue straight. (You'll pass McDonald's on left, Franklin County High School on left). Go straight through light at high school (you'll pass Hardees on left, DMV on right). Go to top of the hill, take Right onto North Main, then immediate left onto Claiborne Avenue (next to Rocky Mount UMC). Go ½ mile to The Franklin Center on left.

**Mileage is approximate.**

Please call us at 540-483-0179 if you have any trouble coming through Rocky Mount and we will be happy to direct you to our facility

**Terms and Conditions of  
The Franklin Center for Advanced Learning & Enterprise  
Space Rental Agreement**

**Lessee agrees to abide by the following terms and conditions:**

**Distance Learning and Computer Classrooms:** Rental of Distance Learning and Computer Classrooms include technical support from The Franklin Center Technical staff. Classroom equipment must be operated by or under close supervision of TFC staff. The Franklin Center will permit \_\_\_\_\_ to utilize TFC's local area network (LAN) and computer equipment for, training, education and access to the Internet. \_\_\_\_\_ Shall have responsibility to secure its own computer system used in TFC facilities, including hardware and software, and the information therein against caused by viruses or any other destructive agent. TFC makes no representations as to the security of its LAN, which is offered, to users for their convenience. Sending, receiving, viewing, downloading, or displaying illegal materials and graphics which may reasonably be construed as obscene is prohibited. TFC disclaims all warranties, express and implied, whether based in contract, tort, strict liability or otherwise, including all implied warranties of merchantability or fitness for a particular purpose, with regard to the LAN and all of its computer hardware and software relied upon or used by\_\_\_\_\_. TFC does not warrant that the use of the LAN or other equipment will be uninterrupted. In no event shall TFC be liable for lost profits or any special, incidental or consequential damages.

**Rooms and Rental Policy:** Space will be assigned based on set-up requirements and the expected number of participants. **The Franklin Center reserves the right to reassign function rooms as needed to ensure maximum efficiency and client service.** Meeting rooms must be vacated promptly on schedule or an additional rental charge may be assessed.

**Copies & Faxes:** Copy services are available in the Resource Room at a cost of \$.25 per black & white copy, \$1.00 per color copy (exact change required). Faxes for business and education purposes are free up to 5 pages including coversheet. A fee of \$.25 per page will apply thereafter (exact change required).

**Liability Policy:** Liability for Personal Property of Lessee. The Franklin Center shall not be responsible for the loss or damage to personal property of the Lessee resulting from theft, fire, or any other cause.

**Smoking Policy:** The Franklin Center is a non-smoking facility. Lessee must use the designated smoking area near the tennis courts. Signs are posted. It is the responsibility of the Lessee to enforce this policy with their attendees.

**Open Flames:** Candle burning and other open flames are not permitted in the facility at anytime with the exception of sterno burners for food products.

**Rates Policy:** Rates are subject to change each fiscal year and at other times by action of the Board of Supervisors.

**Billing Policy:** Lessees of The Franklin Center agree to pay in advance all applicable charges for use of the center facilities and services. Payment must be received no later than two (2) business days before the scheduled event or the reservation will be forfeited.

**Indemnification:** To the extent permitted by law, Lessee shall indemnify and hold The Franklin Center harmless from and against any and all liability for property damage or personal injuries resulting from or in any way connected with, the condition or use of the premises covered by this Agreement, except liability for personal injuries or property damage caused solely by the negligence or willful misconduct of The Franklin Center.

**Care of premises.** At the conclusion of this Agreement, Lessee shall remove all of its property and any litter from the premises when no custodian is on duty. Lessee shall maintain the premises in at least as good condition as that in which they were delivered, allowing for ordinary wear and tear. Lessee shall be liable for any damage to the premises caused by Lessee or Lessee's employees, agents, representatives or invitees. If extra cleaning is required as a result of your event, there will be a \$50 housekeeping surcharge invoiced after the event.

**Definition:** "The Franklin Center" as used in this Agreement shall mean The Franklin Center for Advanced Learning & Enterprise and its member institutions and the officers, employees, agents, and representatives of the Authority and its member institutions.

**Cancellation Fees:** Cancellation fees for events may be imposed with the following schedule:

Cancellation notice must be provided 48 business hours or more in advance of the event to be able to reschedule or forfeit 100% of the fee. Note: ***Rescheduled events should take place within 12 months of originally scheduled date.***

**Security:** Security is the responsibility of the Lessee.

**LESSEE SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_