

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

Facilities Reserved: \_\_\_\_\_ Date: \_\_\_\_\_ Activity Time: \_\_\_\_\_ to \_\_\_\_\_

Description of Event & Notes: \_\_\_\_\_

**Room Rental Rates:**

Entity	Rate (per room)
Non-profit <b>*Please attach a copy of your IRS tax-exempt form to receive non-profit rates.</b>	\$25 half day (up to 4 hrs.), \$50 full day
For Profit Business	\$50 half day, \$100 full day
**Weekend Rate (all groups)	Double the weekday rate plus hourly custodial rate

*\*\*The Franklin Center is closed on weekends; however, special **workforce training and educational classes** will be considered on a case by case basis. Please contact the Executive Director at (540) 483-0179 for more information. Note that weekend rates are for Friday evenings and Saturdays only.*

Number of rooms to be reserved \_\_\_\_\_ at \$ \_\_\_\_\_ per room for a total of \$ \_\_\_\_\_ due.

**Please note: Rental fees must be paid at least 48 business hours in advance of your event or reservation will be cancelled.**

**Seating:**

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

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

**Please note: Furniture may not be moved by anyone other than TFC staff. 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): \_\_\_\_\_

**Please Note: A date and time to test audio/visual technology in advance of event to ensure compatibility and correct performance must be scheduled with staff at time of reservation.**

**Coffee & Refreshment Service:**

The Franklin Center can provide you with a list of local caterers for your meeting/event.

**Parking:**

Parking is available in our lot with additional parking across Claiborne Avenue. Anyone driving vehicles towing trailers must park across the street in the overflow parking lot. Lessee is responsible for enforcing parking regulations with their participants.

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

**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 align="center"><b><u>AUDIO/VISUAL EQUIPMENT**</u></b></p> <p><input type="checkbox"/> C/D player</p> <p><input type="checkbox"/> computer</p> <p><input type="checkbox"/> multimedia projector</p> <p><input type="checkbox"/> conference call originating</p> <p><input type="checkbox"/> conference call receiving</p> <p><input type="checkbox"/> Internet connection</p> <p><input type="checkbox"/> microphone</p> <p><input type="checkbox"/> cable connection</p> <p><input type="checkbox"/> screen</p> <p><input type="checkbox"/> TV/VCR</p> <p><input type="checkbox"/> VCR w/ projector</p> <p><input type="checkbox"/> Video Conference connection</p> <p align="center"><b>**Please note that Franklin Center equipment/technology must <u>not</u> be moved without staff approval.</b></p>	<p align="center"><b><u>FURNISHINGS**</u></b></p> <p><input type="checkbox"/> A/V table</p> <p><input type="checkbox"/> display table</p> <p><input type="checkbox"/> easel (check for availability)</p> <p><input type="checkbox"/> flip chart stand <b>only</b></p> <p><input type="checkbox"/> head table</p> <p><input type="checkbox"/> panel table</p> <p><input type="checkbox"/> panel chairs</p> <p><input type="checkbox"/> podium</p> <p><input type="checkbox"/> registration table</p> <p><input type="checkbox"/> refreshment table</p> <p><input type="checkbox"/> sign holder</p> <p align="center"><b><u>REFRESHMENTS &amp; COFFEE</u></b></p> <p>Local Catering Contacts (available upon request)</p> <p>Vending machines available on site</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? \_\_\_\_\_

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 pages 3-4 are herein included and made a part of this agreement.

\_\_\_\_\_  
Signature of Authorized Organizational Representative Date

\_\_\_\_\_  
Print Name Title

Sign and return the Agreement to:  
The Franklin Center for Advanced Learning & Enterprise  
50 Claiborne Avenue, Rocky Mount, VA 24151

**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.

**Furniture:** Furniture may not be moved by anyone other than TFC staff.

**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 educational 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.

**Children:** If childcare cannot be obtained, children who attend **meetings** must remain with their parents for constant supervision. Children should be accompanied by the parent to the restroom. No children are allowed in educational classes.

**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. If the building or equipment is damaged, the lessee will be responsible for 100% of the repair bill.

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

**Definition:** "The Franklin Center" or "TFC" 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 6 months of originally scheduled date. If an event is cancelled and a refund is desired, lessee must request the refund in writing within 10 business days.

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

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