



CAPITAL REGION WORKFORCE PARTNERSHIP

Room Reservation Form

CAPITAL REGION

This facility reservation form must be completed and emailed to the One Stop Manager at mychael.lee@rescare.com at least 14 calendar days before the event date.

REQUESTING ORGANIZATION

Organization Name:				Contact Person:	
Address:					
Organization Type: Government Not-for-Profit For-Profit Other, please list:					
City:		County:		State:	Zip:
Telephone #: () -			Alternative #: () -		
Email:					
Will Contact Person be onsite during event? Yes No If no, please list designated representative.					
Name:			Telephone #: () -		

EVENT INFORMATION

Event Name:					
Type of Event: Meeting Training/Workshop Job Fair/Recruitment Event Other, please explain:					
Date of Event: / /			Event Time: to		
Set-up Time Needed: Yes No If yes, will arrive at:			Clean-up Time Needed: Yes No If yes, will be done by:		
Anticipated Attendance:			Will minors under 18 be present? Yes No		
Recurring Event: Yes No		If yes, please list specific dates requested or recurring pattern with start and end date.			
Catering Scheduled: Yes No If yes, catering company name: Delivery time:					

ROOM REQUEST

Please select the center and rooms requested. Individual room capacity shown in parentheses. Center Hours: Monday through Wednesday 8:00 AM – 4:00 PM Thursday 8:00 AM – 6:00 PM Friday 8:00 AM – 2:00 PM	Richmond 203 E. Cary St. Richmond, VA 23219 (804) 652-3240	Conference Room (30) Classroom 6(19) Classroom 7(25) Computer Lab 4(15) Computer Lab 5(15)
	Henrico 121 Cedar Fork Rd. Richmond, VA 23223 (804) 952-6115	Boardroom(40) Conference Room(20) Computer Lab 300(21) Classroom 301(24) Classroom 302(24) Computer Lab (15)
	Chesterfield 304 Turner Road Richmond, VA 23225 (804) 652-3490	Conference Room 103 (10) Meeting Room 111 (18) Training Room 114 (16) Training Room 112 (18) Computer Lab 107 (15)

Special Accommodations Needed: Yes No If yes, please explain:
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POLICIES GOVERNING USE

- The Virginia Career Works - Capital Region Centers are equal opportunity and available free of charge to the public.
- Use of the Resource name and/or logo in communications materials must be approved before distribution by the One Stop Manager. Materials should be submitted with this application and will be forwarded to the One Stop Manager. The One Stop Manager will review submissions and respond within 3 -5 business days.
- Admission fees may not be charged to people attending the event.
- The Virginia Career Works - Capital Region Centers cannot be used for political events, lobbying purposes or religious activities.
- Attendance at events in meeting and conference rooms will be limited to the stated capacity of the individual room.
- The person signing the form and /or the organization represented shall be held financially responsible for any damage to the facility, furniture, etc., and equipment during the time of use.
- Rooms are available during hours when the Center is open to the public. Users may not enter the building before regular business hours. Use of space must conclude 30 minutes before the Center closes and users must restore the furniture and the room to the order in which it was found. Equipment, supplies or personal effects may not be stored or left in the building before or after use of the room.
- The Virginia Career Works - Capital Region Center staff or its agents assume no responsibility for loss, damage or liability that may arise through use of the facility.
- Refreshments, excluding alcoholic beverages, can be consumed in meeting rooms and conference rooms. Outside food deliveries are permitted, but onsite cooking is not permitted (Warming trays/Sterno excluded). Organizations are required to provide their own utensils and supplies and to dispose of leftovers and waste. Any spills must be reported to staff immediately.
- Computers and projection equipment belonging to users can be used in meeting rooms. The Resource Center does not provide equipment cables and any changes to equipment settings should only be made by Center staff. Audio visual capabilities vary by facility and room; users can confirm what is available with the facility staff. Public WiFi is available at all Centers.
- All activities and participants must adhere to the Virginia Career Works - Capital Region Center rules of conduct and Henrico County rules and regulations. Activities in all Center rooms should be cognizant of noise levels for other users in the building.
- The Capital Region Workforce Development Board use takes precedence in scheduling of rooms. All activities, regardless of affiliation, are subject to approval by the Capital Regional Workforce Partnership.
- The Centers follow Henrico County Policies regarding holiday and inclement weather closings.

REQUESTOR CERTIFICATION STATEMENT

By signing below, the requestor acknowledges that he/she has read and understands the policies established by the County of Henrico and set forth in the Policies Governing Use.

Signature of Requestor: _____ Date: / /

OFFICE USE ONLY

Date Received: ____/____/____ Event was Approved Not Approved on ____/____/____

Reservation #: _____

Staff Name: _____ Staff Signature: _____

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Action	Date Done	Staff Name
Requestor notified of approval status		
Communications materials approved		
Event confirmed 24 – 28 hours prior		
Room inspected post-event		
Equipment returned		
Other:		

Notes: