

## VTCRC TENANT APPLICATION TO RESERVE PAVILION

Innovation Drive, Blacksburg, VA

Completed form must be returned to the VTCRC Administrative Office

1715 Pratt Drive, Suite 1000, Blacksburg, VA

**(Please type or print clearly)**

Name of Tenant: \_\_\_\_\_

Tenant's Address: \_\_\_\_\_

Tenant's Authorizing Officer: \_\_\_\_\_ Title: \_\_\_\_\_

Authorizing Tenant's Email: \_\_\_\_\_

Phone: \_\_\_\_\_

Date Requested to use Pavilion: \_\_\_\_\_

Time Requested: From \_\_\_\_\_ To \_\_\_\_\_

Please describe the event being held at the Pavilion:

\_\_\_\_\_  
\_\_\_\_\_

Tenant fee for use of the Pavilion is \$50.

- Tenant will be invoiced when form is received and approved. Check shall be made payable to "VTCRC" and be received within five business days of reservation approval.
- There will be no refunds if a date is cancelled for whatever reason; however, fees can be applied for future Pavilion use.

**The Tenant acknowledges and agrees that the Pavilion Use Rules and Regulations attached hereto and are made a part hereof this Agreement.**

**The following person is authorized to bind the Tenant to the terms of this Agreement.**

\_\_\_\_\_  
**Tenant Signature**

\_\_\_\_\_  
**Date**

**The above named organization has reserved, and is given permission to use, the Pavilion for the date requested.**

\_\_\_\_\_  
**VTCRC Administrative Staff Approval**

\_\_\_\_\_  
**Date**

## PAVILION USE RULES AND REGULATIONS

1. Tenant is responsible for any set-up requirements; operational issues and ensuring that the Pavilion and adjoining Virginia Tech Corporate Research Center (VTCRC) grounds are kept clean and orderly during the event and after the event are returned to the same or better condition in which they were received. Failure to completely clean the area will result in any and all costs associated being charged to the Tenant. Time shall be of the essence for this Agreement, and the period of time granted shall not be extended for occupancy or use of the Pavilion or for installation or removal of equipment without permission from the VTCRC. Tenant is specifically responsible for the following cleaning before vacating the Pavilion:
  - a. All trash must be placed in designated trash bins
  - b. All used tables must be wiped clean
  - c. Pavilion floor must be swept (broom is located in restroom)
  - d. Any lights used in conjunction with event must be turned off
2. The VTCRC shall not be liable to Tenant or Tenant's agents, employees, guests, invitees or to any person claiming by, through or under Tenant for any injury to person, loss or damage to property. Tenant shall indemnify VTCRC harmless from all suits, actions, damages, liability and expense in connection with loss of life, bodily or personal injury or property damage arising from or out of any occurrence in, upon, at or from the Pavilion.
3. All event publicity should clearly state whether the event is open to the public or not.
4. Tenant agrees by execution of this Agreement that the Pavilion, bathrooms and adjoining areas are in satisfactory and clean condition. If the Pavilion, bathrooms or adjoining area is damaged by any cause or means whatsoever during the event, Tenant shall be responsible for its repair and all costs associated with returning it to their original pre-event condition (except to the extent arising out of the acts or omissions of the VTCRC).
5. Tenant has permission to use parking in adjoining designated lot for the event. Tenant agrees to direct its invitees to use only the designated parking area.
6. Tenant shall not allow more people than the maximum occupancy of 132 persons in the Pavilion.
7. If at any time the use of the Pavilion by Tenant violates the Rules and Regulations of the VTCRC, an applicable ordinance or law of the Town of Blacksburg, County of Montgomery, Commonwealth of Virginia or the United States of America, Tenant shall either cease and desist from continuing such use or shall surrender Pavilion forthwith upon demand of the VTCRC.

8. By this Agreement, the VTCRC grants to Tenant no greater rights than expressly stated herein and specifically denies any right to Tenant of possession or occupancy which would be in violation of state law, or the Rules and Regulations of the VTCRC. Smoking is not permitted within 25 feet of any VTCRC building, including the Pavilion. There is a designated smoking area between the Pavilion and the 1691 building.
9. In permitting the use of the Pavilion described herein, the VTCRC does not relinquish control or custody thereof and does hereby specifically retain the right to enforce any and all laws, rules and regulations applicable thereto. All portions of the Pavilion will at all times be under the charge and control of the VTCRC. The VTCRC or other authorized representatives of the VTCRC may enter upon the Pavilion at all times to make inspections to ensure compliance with this Agreement.
10. Tenant understands and agrees that during the term of this Agreement there may be other events taking place in other parts of the VTCRC not covered by this Agreement. Tenant shall conduct its activities so as not to interfere with other events.
11. Tenant must comply with all current ABC regulations including obtaining the appropriate license and providing security, if necessary, in order to consume alcohol on the premises. ABC rules and a copy of necessary forms can be obtained at [www.abc.virginia.gov](http://www.abc.virginia.gov).
12. All rules and regulations governing the VTCRC are hereby applicable to Tenant during the term of this event and are incorporated herein into the Agreement by reference. Rules and regulations may be reviewed at [www.vtcrc.com/about/policies/building-rules-and-agreed-regulations/](http://www.vtcrc.com/about/policies/building-rules-and-agreed-regulations/).
13. Any term, provision, rules or regulations contained herein or made a part hereof this Agreement shall not be applicable to any governmental organization, agency or entity to the extent it conflicts with any law, code, policy or regulation governing such organization, agency or entity.
14. The Pavilion restrooms will be locked at all times therefore a key will need to be checked out from the VTCRC Administrative Office for use on the day of event or business day prior to event. Buildings 1901 and 1961 will not be available to event participants. There will be a key charge if the key is not returned by the next business day after the event.
15. In case of emergency during event, please call 911.
16. The Pavilion will not be available to rent on the day of NRV Soccer Association games or Virginia Tech Football home games ([www.hokiesports.com/football/schedule](http://www.hokiesports.com/football/schedule)). If you should have questions, please call 540-961-3600.