

# Virginia Highlands Small Business Incubator, Inc. Facility Guidelines

## Conference Room and Events

### Reservations

- The conference room(s) can be reserved by contacting, [receptionist@vhsbi.com](mailto:receptionist@vhsbi.com) and submitting the completed Facility Events form. Once the form is submitted your request will be confirmed by email. All special requests should be submitted on the Facility Events application.
- Business hours of the facility are 8:30 a.m. until 5:00 p.m. Monday through Friday. The facility is available for rent after those hours with proper authorization by the Executive Director and proof of a current Liability insurance certificate naming VHSBI as an additional insured.
- The doors are to be securely locked upon your departure.
- Tablecloths are available for rent upon request and in writing on the Facility Events application.
- Copies can be purchased from the receptionist at a cost of .15 per black and white copy and .25 per color copy.

### Food and Beverages

- The caterer's name and contact information is to be provided on the Facility Events form. The Caterer must submit a meals tax form to the Town of Abingdon.
- All food, including poured drinks and simple refreshments are to be served from the kitchen.
- All caterers/food providers are to use the back entrance and accept responsibility of the clean up after the event. The dumpster is located in the gated area at the back of the facility.

### Audio/Visual

- Customers must provide their own audio/visual equipment; however, we do provide the use of an overhead projector in the Jack C. Phelps, Jr. (large) conference room and have a manual projector available for use in the French H. Moore, Jr. (small) conference room. As such, we ask that you ensure the settings are left in working order. If you will be using any technical equipment, we recommend that you test your equipment before the meeting time to ensure equipment compatibility.

### Publications

- Please use the correct title of the facility, "Virginia Highlands Small Business Incubator, Inc.," in advertising, press releases, or notices.

- Virginia Highlands Small Business Incubator agrees to display, upon request, flyers, brochures, posters, or other publications advertising your event. Please provide them as early as possible.

### **Liability**

- Damages to the facility will be the responsibility of the organization hosting the event to the extent caused by the acts or omission of organization's agents or employees.
- Material should not be attached to the walls. We have flip chart holders to display posters, charts, etc. It is the leasee's responsibility to provide flip chart paper.

### **Restrictions**

- Hallways and exit doors must not be blocked or cluttered.
- There is no smoking in the building. Smoking is permitted at the back of the facility only! The smoking location is identified by ash tins on the loading dock.
- Littering is subject to a \$50.00 fine. Cigarette butts are considered littering.
- Alcohol products can be served upon the leasee receiving the proper event permits from the ABC office located in Abingdon and providing VHSBI with the proof of alcohol coverage insurance.
- Only Service Animals are allowed in the facility unless special permission is granted by the Executive Director.
- Power strips with surge protection are to be used in the facility.
- Set up the day before the event is permitted after 3 P.M. only if the room is available. Prior authorization is required.

### **Departure**

- Rooms should be left clean and orderly. Plastic bags are available at the Information Desk, for use in disposing of trash. Dumpsters are located in the back of the building.
- Permanent tenants and Affiliate members should return furnishings to their original configuration and dispose of their events trash in the dumpster provided by VHSBI.

### **Cancellations**

- Reservations made 1-30 days in advance require a 24 hour cancellation notice and payment is due on or before the day of reservation.
- Reservations made 31 or more days in advance require a 30 day advance cancellation notice. All reservations are due and payable in advance and are refundable when cancellation policy is followed.

Virginia Highlands Small Business Incubator, Inc.  
 851 French Moore Jr. Blvd.  
 Abingdon, VA 24210  
 Fax: 276-698-3070  
 Phone: 276-492-2060 or 276-492-2062  
[receptionist@vhsbi.com](mailto:receptionist@vhsbi.com)  
[www.vhsbi.com](http://www.vhsbi.com)

**Facility Conference Room and Event Application**

**I hereby agree to abide by the guidelines outlined in the Virginia Highlands Small Business Incubator Facility Guidelines Application. I accept responsibility for charges incurred by my organization/event. Please review the cancellation policy on the bottom of page 2.**

Organization \_\_\_\_\_

Name of Event \_\_\_\_\_

Date of Event \_\_\_\_\_ Time of Event - Start: \_\_\_\_\_ End: \_\_\_\_\_

Organizer's Name (print) \_\_\_\_\_ Estimated # of attendees \_\_\_\_\_

Organizer's email address \_\_\_\_\_ Phone # \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Food will be served  YES  NO  SNACKS ONLY (please check the applicable box). If catered:

Name of Caterer \_\_\_\_\_ Telephone Number \_\_\_\_\_

**\*Payment is due on or before the day of the rental. If paid by credit card an ADDITIONAL Convenience fee is charged to the total invoice. \*Each pot of Coffee is an additional \$3.50.**

**\* Additional \$25.00 Disinfecting/Cleaning Fee applies.**

Amenity	For profit enterprises	Non-profit enterprises	Tenants/Affiliates
Jack C. Phelps, Jr. (Large) Conference Room (60 Max.)	\$100/day *	\$50/day *	No Charge *
French H. Moore, Jr. (Small) Conference Room (35 Max.)	\$50/day *	\$25/day *	No Charge *

**\*If you will be using any technical equipment, we recommend that you test your equipment before the meeting time to ensure equipment compatibility. We do not have apple adapters for the HDMI cable.**

Please check all that apply:

- Jack C. Phelps, Jr. (Large) Training Room  French H. Moore, Jr. (Small) Training Room
- Non-profit enterprise  I need a projector  I need a laptop computer
- I verify that my organization/business is covered with liability insurance.

Special Instructions \_\_\_\_\_