

# Virginia Highlands Small Business Incubator, Inc. Facility Guidelines

## Conference Room and Events

### Reservations

- Please submit the completed Facility Events application to [receptionist@vhsbi.com](mailto:receptionist@vhsbi.com). Once the application is submitted, your request will be confirmed by email. All special requests should be noted on the Facility Events application.
- Business hours of the facility are 8:30 am to 5:00 pm Monday through Thursday and 8:30 am to 4:30 pm on Friday.
- Please securely lock the doors 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

- Please submit the caterer's name and contact information on the Facility Events application. The Caterer must submit a meals tax form to the Town of Abingdon.
- All caterers/food providers are encouraged to use the back entrance.
- Coffee is available from VHSBI, upon request, at a charge of \$3.50 per pot.

### Audio/Visual

- We provide the use of an overhead projector in the Jack C. Phelps, Jr. (large) conference room and have a TV monitor and a manual projector available for use in the French H. Moore, Jr. (small) conference room. 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.

## **Restrictions**

- Hallways and exit doors should be free of clutter and obstacles that impede passage.
- Smoking is permitted only at the back of the facility 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 receiving the proper event permits from the ABC office and providing VHSBI with proof of alcohol coverage insurance.
- Service Animals are allowed in the facility. Special permission is granted by the Executive Director for other animals.
- Please use power strips with surge protection in the facility.
- We have flip chart holders to display posters, charts, etc. It is the organizers responsibility to provide flip chart paper.
- Set up the day before the event is permitted after 3 P.M., if the room is available. Prior authorization is encouraged.
- Tenant/Affiliate benefits referred to in the signed lease are not transferrable.

## **Departure**

- Permanent Tenants and Affiliate members should return furnishings to their original configuration, clean the tabletops, and dispose of their trash in the dumpster provided by VHSBI. Plastic bags are available at the Front Desk, for use in disposing of trash.

## **Cancellations**

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

## **Liability**

- Liability for use of the facility and damage to personal property will be the responsibility of the entity hosting the event.

## **Insurance Verification**

- Please submit a current Certificate of Liability Insurance naming VHSBI as an additional insured before the date of the event.

Virginia Highlands Small Business Incubator, Inc.  
 851 French Moore Jr. Blvd.  
 Abingdon, VA 24210  
 Phone: 276-492-2060 or 276-492-2062  
 Fax: 276-698-3070  
[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 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 \_\_\_\_\_

Non-profit entity     I verify that I am authorized to sign this form on behalf of the organization

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

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

**\*Payment is due on receipt of the invoice. \* Additional \$25.00 Disinfecting/Cleaning Fee applies.  
 If paid by credit card an ADDITIONAL Convenience fee is charged to the total invoice.**

Amenity	For profit enterprises	Non-profit enterprises	Tenants/Affiliates
Jack C. Phelps, Jr. (Large) Conference Room (40-50 Max.)	\$100/day *	\$50/day *	No Charge
French H. Moore, Jr. (Small) Conference Room (30-34 Max.)	\$50/day *	\$25/day *	No Charge

**Please check all that apply:**

Jack C. Phelps, Jr. (Large) Training Room     French H. Moore, Jr. (Small) Training Room

**\*\*In the event your organization needs to use any equipment listed below, we suggest you come early to set up your device as VHSBI does not offer IT services. We offer a laptop, HDMI cable and phone.**

**I NEED:**  a projector     a laptop computer     TV (Small Conf. room only) for ZOOM

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