Hillel at Virginia Tech Priority Access Request

To further our goal of being a resource to the campus community, Hillel at Virginia Tech makes its facilities available to Virginia Tech-affiliate groups on a space-available basis and in keeping with Hillel at Virginia Tech policies. The purpose of this form is to request space at the Malcolm Rosenberg Hillel Center for activities, programs or events that you believe warrant consideration for priority access to the reservations process at Hillel at Virginia Tech. The answers you provide will give the Review Committee the information they need to process your request using the enclosed criteria.

Please complete this form to the best of your ability. You may use additional pages to complete the answers to questions 1 through 8. Please use a separate form for each program/event. Forms must be returned to Sue Kurtz or emailed to hillel@vt.edu. Rooms are available on a first-come first-serve basis.

Name of the Program/Event:

Sponsoring Organization/Department:

Individual Completing Application:

E-mail: Phone:

Room/Space requested:

(Choose from the following: Conference Room, Student Lounge, Sanctuary, Multipurpose room A, Multipurpose Room B, Multipurpose combined, kitchen, lobby).

Date/Month requested:

Time Start: Time End:

Alternative Room/Date/Time: ____________________________

Will this be a catered event? Y N

Are you a Virginia Tech student? Y N
Please describe this program or event:

1. How does this program or event benefit the Virginia Tech community? What are the goals of your event?

2. Who is your target audience? Who is invited to attend this event?

3. Is this a first time event? Does this event have any tradition? (Clarification: do you anticipate having it become a tradition or only be a one-time activity?)

4. How many people are you expecting to attend?

5. What is the cost to attend this event?

6. What are the consequences of being denied priority access to space? What are the consequences to having your event at an alternate date/time/location?

7. What equipment/resources will you need for this event? (Please indicate what kind of resource support this program will require. This could include staging, lighting, tables, chairs, sound, internet access, etc.).

8. What is your proposed advertising method?
Damage Disclaimer

I ___________________________ accept full responsibility for any damages caused to the Hillel building from my/our negligence and will pay for damages within 30 days of receiving an invoice.

I/we agree that there will be NO signage or tape whatsoever used on the interior or exterior of the Hillel facility.

I / we assume full responsibility and will remunerate Hillel at Virginia Tech for any incidental damages caused to any part of the Hillel facility (internally/externally).

SIGNATURE ____________________________________________

NAME _______________________________________________

DATE _______________________________________________