

VT Executive Briefing Center  
900 N Glebe Rd  
Arlington VA 22203  
571-858-3030 / 571-858-3015

## Facility Use Agreement

### Group

Kim Lyman  
Biocomplexity Institute of Virginia Tech (VBI)  
900 N. Glebe Rd  
Arlington, VA 22203

### Reservation: 6566

Event Name: DSPG Symposium  
Status: Tentative  
Phone: 571-858-3100  
Email Address: klyman@vbi.vt.edu  
Event Type: Internal  
Billing Reference: VTCLNT-VT  
Event Coordinator: Anna Smith  
Salesperson: Larissa LaCour  
Estimated Attendance: 80

### Bookings / Details

### Quantity

### Price

### Amount

Virginia Tech's Outreach Program Development unit responds to diverse needs of communities by engaging and serving citizens of the Commonwealth of Virginia, the nation, and the world. Programs advance Virginia Tech's land grant values of discovery, learning, and engagement and promise to:

- Engage and benefit communities
- Meet market needs
- Involve stakeholders and academic faculty in the program development process
- Use ethical and effective business practices

Virginia Polytechnic Institute and State University is pleased to offer the following function space at the Virginia Tech Research Center – Arlington (VTRC) based on our understanding of your present needs and subject to the Terms and Conditions noted below. Please review the detailed information outlined within to assure that this accurately reflects your requirements.

### **Thursday, July 27, 2017**

### **11:30 AM - 5:30 PM DSPG Symposium (Tentative) VTRC-A East/West Falls**

### **Ch**

Special Setup - See Notes for 80

Room Charge: (6 hours @ \$121.00/hr)

1

\$726.00

\$726.00

*Base Rate: \$129/hr*

*Half Date Rate (5+ hrs): \$121/hr*

*Full Day Rate (10+ hrs): \$115/hr*

Room Setup:

Cocktail Table

4

*30" diameter*

*Height options: 24" or 40"*

*When used for meal space/dining, client must provide table linens.*

*-Client to provide linen*

## Bookings / Details

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- 4 high cocktail tables inside the Falls Church Room for people to mingle around the poster set ups

**11:30 AM - 5:30 PM DSPG Symposium (Tentative) VTRC-A Foyer**

Existing for 80

Special Notes/Other:

Catering set up in the Falls Church Foyer

Client to coordinate details and share with the EBC

**12:00 PM - 4:00 PM DSPG Symposium (Tentative) VTRC-A Ballston**

Classroom for 50

Room Charge: (4 hours @ \$197.00/hr)

1

\$788.00

\$788.00

Base Rate: \$197/hr

Half Date Rate (5+ hrs): \$184/hr

Full Day Rate (10+ hrs): \$175/hr

A/V Equipment:

Projection Capability

1

Client to bring own laptop

Microphone

1

Special Notes/Other:

Presentation Room

**12:00 PM - 4:00 PM DSPG Symposium (Tentative) VTRC-A Hospitality Zone**

Special Setup - See Notes for 50

Room Setup:

Cocktail Table

3

30" diameter

Height options: 24" or 40"

When used for meal space/dining, client must provide table linens.

-Client to provide linens

-3 high cocktail tables for people to mingle around the posters

Special Notes/Other:

Overflow poster area

A/V Equipment

\$0.00

Room Charge

\$1,514.00

Room Setup

\$0.00

Subtotal

\$1,514.00

Grand Total

\$1,514.00

All rates are hourly and discounts are provided for bookings lasting 5+ hours and 10+ hours. Adjustments to the event times may impact the final costs. The rates quoted in this agreement are good through December 31, 2017. Any rates noted beyond that date are subject to change.

**Audio-Visual and Internet:** Audio-visual services included in this agreement are the capability in each room to display content from client-provided laptops to each room's display devices and provision of a touch panel interface to control the display of AV content. Wireless internet connectivity is also provided for participants throughout the Executive Briefing Center.

**Terms and Conditions:**

**1. CANCELLATION:** When received by written notice, this agreement is subject to cancellation without penalty by either party, up to sixty days prior to the scheduled date of arrival. Cancellations inside of the sixty day window will be assessed as follows:

- Cancellation between date of signing and 60 days of event: waived
- If notified between 59 and 31 days in advance of the event: 60% of the facilities fee
- If notified 30 days or less prior to the event: 80% of the facilities fee

**2. OVERTIME:** You agree to begin your event promptly at the scheduled start time and agree to have your guests, invitees, and other persons vacate the designated event space at the end time indicated on the final Event Order. You further agree to reimburse the university for any overtime wage payments or other expense incurred because of your failure to comply with these regulations.

**3. CATERING:** The Client or Client designee is responsible for his/her own catering arrangements and shall ensure that caterers or any person acting in the catering role understand and comply with these requirements. Caterers must maintain a minimum of \$1,000,000 general liability insurance with a \$2,000,000 aggregate limit at all times during the event and furnish a copy of their insurance policy listing Virginia Tech and the Commonwealth of Virginia as additional insured prior to the scheduled event.

**a) BUILDING ACCESS**

o The Client or Client designee must notify the Virginia Tech Executive Briefing Center manager of dates and times catering services are scheduled so that security can provide building access (to loading dock and/or door) and appropriate trash and recycling provisions can be made.

**b) SET UP**

- o Food and drinks are strictly prohibited in the Ballston Room (tiered executive room) and the Foggy Bottom Room (visualization room).
- o Sterno-fired food warmers/chafing dishes should not be left unattended.

**c) KITCHEN/STAGING AREA**

- o A kitchen/staging area is available for catering located on the second floor near the break area (room# 2-221). This room features professional grade microwaves, refrigerator, and ice-maker.

**d) ALCOHOLIC BEVERAGES**

- o The Client or designated caterer must follow Virginia Tech University Alcohol Policy for necessary licensing requirements and approvals. For more information, please see Policy No. 1015 <<http://www.policies.vt.edu/1015.pdf>>. Alcoholic beverages may only be served with appropriate university approval and a banquet license issued by the ABC Board for facilities in Virginia.

**e) CLEAN UP**

- o The Client or designated caterer is responsible for removing all leftover food, drinks, serving pieces, and containers from the event and kitchen/staging areas no later than one hour after service is completed or the event is over. The Client will be assessed \$150 each time food, containers, or excessive trash are left following an event.
- o The cost to clean food or beverage stains from the carpet will be the responsibility of the Client.
- o The Client or their designated caterer is responsible for returning all furniture to its original set up.
- o Caterers should be instructed to send all invoices to the Client and not leave them in the event or kitchen/staging areas.

**4. TRASH REMOVAL:** The Client is responsible for ensuring that event space is returned to a clean and orderly state at the conclusion of the event. Another Client may be booked immediately following the event for the use of the same space. Trash and recycling bins are located throughout the event center. The Client will be assessed additional fees and charges for excessive clean up.

**5. SHIPPING ADVANCED MATERIALS:** The Client or Client designee must notify the Virginia Tech Executive Briefing Center manager of anticipated materials to be shipped in advance of event. Approximate dates, size and description of shipment, carrier, and special instructions must be shared with the Executive Briefing Center manager prior to shipment. Advanced materials may be shipped to:

Attention: Executive Briefing Center Manager  
Virginia Tech Research Center - Arlington  
900 Glebe Road (0379)  
Arlington, VA 22203-1809

**6. LOSS/THEFT/DAMAGE:** Virginia Tech assumes no responsibility for the loss or theft of personal property, damage to personal property of the Client or its conferees. Virginia Tech assumes no responsibility whatsoever for any property placed by the conference group in Virginia Tech buildings, properties, or facilities. Loss or theft should be reported to the Virginia Tech Executive Briefing Center manager immediately.

**7. PAYMENT/COLLECTION COSTS:** The Client shall pay all amounts due hereunder within thirty days after the receipt of the applicable invoice.

**8. CURTAILMENT:** In the event that Virginia Tech buildings, property, or facilities are destroyed or substantially damaged by fire or other casualty, or in the event of other circumstances, such as accident, strike, labor dispute, sickness or death of key personnel, energy shortage, governmental directive, act of God, or circumstance beyond the control of the University, render the fulfillment of this agreement impractical or impossible, the Client hereby waives any claim for damages or compensation resulting from these circumstances causing curtailment of this agreement. Virginia Tech's obligations under this agreement are contingent upon its ability to perform and accordingly are subject to the circumstances described above or any circumstances beyond the control of Virginia Tech, which prevents the university from performing its obligations. Virginia Tech will, in good faith, provide all items and services agreed upon, but reserve the right to make a substitution with a similar item or service for any item or service not readily available in the open market with the prior consent of the conference and at a reasonable price.

**9. OPTION DATE & ACCEPTANCE:** Accommodations and facilities outlined in this agreement are being held on a tentative basis for two weeks past date of agreement issuance. If this agreement has not been returned by this date, space will be released for general resale and only made available on a space available basis. The function space listed above will be considered definite commitments upon signing of this agreement by both parties, and will be subject to the Terms and Conditions set forth. The person signing below agree that they are authorized representatives of the above indicated group and university who have authority to enter this contract. This agreement and the Terms and Conditions may not be changed or amended unless done so in writing and signed by both parties.

Dated: 1/26/2017 By:(Print) Kimberly Lyman

Signature: 

Organization/Department: SDAL, Biocomplexity Institute

Dated: \_\_\_\_\_ By: \_\_\_\_\_ For: Virginia Tech - Executive Briefing Center