



ROBERT E. PLECKER FACILITY RENTAL REQUEST FORM

Thank you for requesting use of the Robert E. Plecker Workforce Center facilities for your event. Please complete all information below and return this form by: **Email: WSCE@brcc.edu, Fax (540) 234-8102, or mail to: BRCC WSCE Division, PO Box 80, Weyers Cave, VA 24486.** WSCE staff will promptly confirm if space is available.

Requested Day(s) and Date(s) _____ **Times** _____

Group Name _____

Contact Name _____ Phone _____

Contact Email Address _____ FIN/SSN (for billing) _____

Event Title _____

Brief Description _____

Speaker(s) Names (if applicable) _____ Number of Attendees Expected _____

Will registration fees be charged to attendees? _____ Amount _____

Special Needs: AV Equipment, Overhead, Flip Charts, Internet, Wireless, Other: _____
Please circle all that apply

Will anyone bring a laptop to use during a presentation? Apple/Mac ___ or PC ___ If you have specific software needs, please indicate: _____

CATERING SERVICES

BRCC can arrange catering services using our own college contractor or other local catering services. Do you want BRCC to provide this service? _____ If so, do you have a preferred caterer? _____

Do you plan to provide food or refreshments for your group? YES NO Breakfast Lunch Dinner Other
Circle all that apply

If so, what caterer do you plan to use? _____

Will the caterer need a separate setup/preparation room (P128 may be available, see below) YES NO

Please Select Preferred Room(s) _____

Room	Lecture	Class/Meeting/Conf	Banquet	Rates/Fees
Auditorium (P104)	200			\$425/day
Multipurpose Room (P126)	300	200	200	\$795/day
Section A (P126A)	120	70	70	\$310/day
Section B (P126B)	90	60	60	\$285/day
Section C (P126C)	60	40	40	\$255/day
Training Room (P122)		16 (tables & chairs)		\$115/day
Board Room (P124)		16 (plus additional side chairs)		\$145/day
Conference Room (P128)		16 (plus additional side chairs)		\$145/day
(May be used as catering setup room – small refrigerator and sink available)				
Computer Lab (P100)		16		\$850/day
Computer Lab (P101)		12		\$635/day
Entire Plecker Facility (Excluding Computer Labs & Offices, but including lobby area, library area & patio)				\$1625/day

- ✓ Projector, screen, computer equipment and basic room setup arrangements are included in rental pricing.
- ✓ Memorandum of Agreement will be mailed upon confirmation of room availability. One-half of facilities use fee may be due when contract is signed and returned to WSCE Division; remainder is due within 30 days of invoice after event. Contact Person listed above will be considered authorized to sign contract unless specified otherwise. Payment information provided with contract will include Federal Identification Number.
- ✓ 50% cancellation fee charged if activity is cancelled by organization within 10 days of scheduled event.
- ✓ Table linens, catering, staff or technical support services are **NOT** included in above fees.
- ✓ Partial day/community service rates may be available. Please inquire for specific details.
- ✓ Easel pads are available for an additional charge.
- ✓ **Alcoholic beverages are not permitted.**
- ✓ **Fees subject to change.**