

ALUMNI ASSOCIATION LIFE MEMBER

Richard T. Robertson Alumni House
924 West Franklin Street
PO Box 843044

Phone 804 828-2586
Fax: 804 828-8197
Email: pjhayter@vcu.edu

Space is available for rent by Life Members of the VCU Alumni Association at the Robertson Alumni House for evening (after 5 pm), and weekend activities. Reservations for small meetings during the week are considered on a case by case basis. The Executive Committee of the VCU Alumni Association reserves the right to deny any reservation.

All space must be reserved prior to the event by completing and submitting this form to the receptionist at the Office of Alumni Activities at least 2 weeks prior to the activity.

DATE OF EVENT _____

SPONSOR INFORMATION

Name/Organization: _____
Requestor's Name: _____ Email _____
Daytime telephone: _____
Name of responsible person who will be present at event function:

EVENT INFORMATION:

Please check the space(s) requested:

First floor with/without patio for more than 3 hours at \$200 _____

First floor with/without patio for less than 3 hour at \$125 _____

Front parlors only – more than 3 hours \$75 _____

Front parlors only – less than 3 hours \$50 _____

Conference room only – over 3 hours \$50 _____

Conference room only – less than 3 hours - \$25 _____

Kitchen - \$20 _____

Type of event(reception, luncheon, meeting, etc.) _____

Number of guests attending _____

Time to be blocked(including set up and catering needs if applicable):

Start time _____ End time _____

Actual time of the activity: Start time _____ End time _____

Events held after 5 pm on weekdays, or during the weekend will be billed at the rate of \$15/hour for each hour the space is used in addition to the fee being charged for space rental. This charge is to support Alumni House after hours security and maintenance. For example, an event that runs from 5:30-7:30 pm would be billed from 5:00 pm until the catering/support staff departed. An event

held on Saturday at 7 pm would be billed from the time the building is opened until the time it is locked. **Payment is due at the conclusion of the event.**

Please read the following and initial where required:

Will food be served __yes__no. If yes, name of caterer _____
The Alumni Association reserves the right to refuse the serving of alcoholic beverages. Should such a decision be made, we will notify you immediately. If alcohol is to be served please mark yes_____and ask the caterer provide a copy of its ABC License to the Receptionist at least a week prior to your event.

The alumni house serves as a front door to VCU. We ask that you help us keep it ready for guests. After an activity, you are responsible for clean up and trash removal to the dumpster located two buildings to the east. There will be a \$50 charge for removal of trash left at the house.(please initial_____)

**RICHARD T. ROBERTSON ALUMNI HOUSE
RESERVATION INFORMATION**

Please complete this form, initial where indicated and return with your reservation.

*Reservations may be made by calling (804) 828-2586 and speaking with the receptionist (alumni house coordinator). Space is available on a first come-first served basis. Reservations need to be completed at least 2 weeks prior to the event.

*We encourage anyone reserving space to visit the Alumni House first to insure the space serves your needs. If catering will be provided, we further encourage the caterer to visit to be familiar with the facilities.

* Cancellations should be at least two days in advance.

*The Alumni House is available for evening, and weekend functions. An individual must be designated to work with the Alumni House coordinator. There must be a responsible person designated who will be in attendance and who will be responsible for working with the caterer, clean-up, etc.(initial_____)

*Parking is the responsibility of the group. One handicapped parking space is provided at the rear of the Alumni House. If more handicapped spaces are required, you must notify the Alumni House coordinator at least a week prior to the event.(_____)

*Notify the alumni house coordinator of catering parking requirements. One space is available for caterers if needed. (initial_____)

*VCUAA does not provide catering or clean up. The group is responsible for engaging catering services and clean up.(initial_____)

*VCUAA does not have additional tables or chairs for any rooms in the house or the President's Garden. The sponsoring group must provide whatever additional furniture is needed. Consult with the alumni house coordinator prior to the event to insure there is adequate space for the planned activity. Delivery and pick-up of equipment must be coordinated with the alumni house coordinator.(initial_____)

*The Alumni House is connected to the university's data system and a motorized screen is installed in the rear event space so groups may make video presentations or connect to the internet. Consult with the alumni house coordinator before scheduling events to insure adequate services and spaces are available.

*No smoking or flames are permitted. Sterno may be used for food warming.

*No decorations for events are permitted. Please do not hang signs, banners or other items.

*Event sponsors are responsible for any damages caused by guests, caterer, or equipment movers and will be charged for necessary repairs.(initial_____)

The VCU Alumni Association is proud to provide the Richard T. Robertson alumni house for the use of our life members. We are fortunate that the Anderson Gallery has provided portraits of the university's founders and other important art. The Association asks that all guests and users assist in maintaining the house as VCU's most elegant and welcoming space.

Thank you.

Virginia Commonwealth University

Release and Waiver of Liability

Please read this document carefully before signing

I, _____, desire to use the premises of the VCU Alumni Association and/or Virginia Commonwealth University. Therefore, I hereby covenant with the VCU Alumni Association and Virginia Commonwealth University that I shall not sue or bring any legal action or proceeding against either the VCU Alumni Association and Virginia Commonwealth University or their boards, employees, agents, officers, faculty, or representatives on account of any injury or damage, including death, that I or my guests, invitees or associates may sustain by virtue or arising out of the use of the premises of the VCU Alumni Association and/or Virginia Commonwealth University.

I acknowledge that the use of the premises of the VCU Alumni Association and/or Virginia Commonwealth University shall be at my sole risk and that the VCU Alumni Association and Virginia Commonwealth University, their boards, officers, employees, faculty or agents shall not have any responsibility whatsoever with respect thereto.

I acknowledge that I have read this document carefully and that I fully understand and accept all provisions of the waiver.

Signature _____ Date _____

Witness _____ Date _____