

## SURA COMMON AREA RENTAL REQUEST

Requestor \_\_\_\_\_ JLab Emp \_\_\_\_\_ User \_\_\_\_\_

Date \_\_\_\_\_

### EVENT INFORMATION

Area Requested: Great Room (Capacity 40) \_\_\_\_\_ Field \_\_\_\_\_ *(Parking lot availability is not guaranteed)*

Payment Information: Who will be paying for the rental? \_\_\_\_\_

Payment by: \_\_\_\_\_ Invoice \_\_\_\_\_ Credit Card \_\_\_\_\_ Cash \_\_\_\_\_

Description of Event: \_\_\_\_\_

Date/Time of Event: \_\_\_\_\_ (include set up/clean up) \_\_\_\_\_ Number of Attendees \_\_\_\_\_

Name of Host: \_\_\_\_\_ Date \_\_\_\_\_

The host is the JLab staff member who is sponsoring the event. For user-sponsored events, a member of the Users Organization Board may serve as the host. The host must be present during the entire event. The host is the responsible party for appropriate use of the facility, including the payment of costs associated with use and costs to repair damages to the facility during use. If alcohol will be served or consumed during the event, it is the sole responsibility of the host to obtain a proper license with correct event and address of the facility. The host will ensure that attendees conduct themselves in a responsible manner, including dealing with disruptive attendees. Host is responsible for cleaning of rented common area. Any outsourced services for clean-up i.e. trash receptacles, removal of tents or other equipment, etc. will be billed to the Host.

If alcohol will be served or consumed, the signature of approving official(s) (Lab Director, Deputy Director, COO, Associate Director, Deputy AD) is required below. An approving official must be present during the entire event and is the responsible party for compliance with the laws and terms of the banquet license. If multiple officials during event, attached sheet with names, signatures, dates.

Name: \_\_\_\_\_ Date \_\_\_\_\_

A banquet license may be obtained from the Virginia Department of Alcoholic Beverage Control for the serving and consumption of alcohol during your function. See [Get a Virginia ABC Banquet License](#) for information and instructions regarding application of license, guidelines, and responsibilities of applicant.

The completed rental form and alcohol license if applicable must be submitted to the Residence Facility at least two (2) business days prior to the event.

The SURA Residence Facility and surrounding SURA property is for the peaceful enjoyment of our guests. Please show consideration for guests who are staying at the Residence Facility and their use of the common areas during your event.

Internal Use Only: Residence Facility Manager

Approved by: \_\_\_\_\_

Date: \_\_\_\_\_

Internal Use Only: Chief Governance Office (for alcohol use)

Approved by: \_\_\_\_\_

Date: \_\_\_\_\_