

## Hampton University College of Virginia Beach

Armada Hoffer Building, 10<sup>th</sup> Floor, North Elevator  
253 Town Center Drive, Suite 1035  
Virginia Beach, Virginia 23462

### Facility Usage Rates

<u>Room Type</u>	<u>Non-profit Rate</u>	<u>Industry Rate</u>
20-seat Conference Room	\$60.00	\$80.00
32-seat Classroom	\$75.00	\$95.00
50 to 70-seat Lecture Hall	\$125.00	\$145.00
20-seat Computer Training Room	\$125.00	\$145.00
32-seat Computer Training Room	\$155.00	\$175.00
50 to 60-person 10 <sup>th</sup> -Floor Outside Patio	\$140.00	\$160.00

### Additional Information

- ✓ Above rates reflect a daily fee\*
- ✓ Additional charges may apply for facility usage outside the facility's normal operating hours:  
Monday – Friday 8:00 am-5:00 pm
- ✓ Additional charges may apply if facility staff is required for event administration
- ✓ Photocopy and printing services are available for a charge
- ✓ In-house catering services are available for parties of 100 or more
- ✓ All rates are subject to the campus director's approval
- ✓ For more information, contact:

Ms. Veronica Lynn  
Secretary to the Director  
(757) 637-2200  
M-F 8:00 am - 5:00 pm

\*Rates effective as of March 2008. Rates are subject to change.

Revised 01/16/09

**Hampton University College of Virginia Beach**

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Virginia Beach, Virginia 23462  
757-637-2200

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Street Address)

\_\_\_\_\_  
(City, State, Zip)

\_\_\_\_\_  
(Phone)

Dear \_\_\_\_\_,  
(Name)

This correspondence serves as confirmation of Hampton University's agreement to rent space at the Hampton University College of Virginia Beach campus to \_\_\_\_\_  
for \_\_\_\_\_ upon the terms and conditions detailed below:  
(Event)

I. **The Event:**  
Will take place on the following date(s): \_\_\_\_\_  
Will begin at \_\_\_\_\_ and end at \_\_\_\_\_  
Will host \_\_\_\_\_ individuals, including caterers and/or wait staff

II. **Cost:**  
Hampton University requires payment at least two days prior to start of the event of \$ \_\_\_\_\_ for rental of \_\_\_\_\_ room(s) at a rate of \$ \_\_\_\_\_ per day for days named in section I above. Hampton University will provide an invoice for the space rental to:

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Street Address)

\_\_\_\_\_  
(City, State, Zip)

\_\_\_\_\_  
(Phone)

Payment must be in the form of money order or cashier's check and made to the order of:

**Hampton University College of Virginia Beach**  
253 Town Center Drive, Suite 1035  
Virginia Beach, Virginia 23462  
(757) 637-2200

III. **Hampton University's responsibilities:**  
Pursuant to this agreement to provide rental space, the Hampton University College of Virginia Beach will

- provide reasonable space and media support for the event and forward appropriate billing to the attention of \_\_\_\_\_.  
(Name)

**IV. Renter's responsibilities:**

The renter will

- Publicize the event
- Return furnishings to their original positions and leave the entire facility litter free
- Pay all costs associated with instructing and/or accommodating individuals under the Americans with Disabilities Act
- Render payment to Hampton University promptly upon receipt of invoice

**V. General Terms:**

With reference to Hampton University's provision of rental space, **Hampton University and \_\_\_\_\_** (the renting party) agree that:

- Neither party to this agreement shall discriminate against event participants based on race, color, ethnic origin, creed, age, gender, sexual orientation, or physical disability (where the disabled person is otherwise qualified).
- This contract will terminate at \_\_\_\_\_ on \_\_\_\_\_.
- Any changes or amendments to this agreement must be made in writing and signed by the College of Virginia Beach director and \_\_\_\_\_ (the renting party) to be approved.
- Hampton University -- through the College of Virginia Beach director or Business Office administrator -- reserves the right to cancel this contract, in its entirety, at any time with no penalty to Hampton University College of Virginia Beach or Hampton University. In the event of cancellation, the renting party will be notified in writing as soon as possible

If this correspondence accurately reflects the agreement between Hampton University and \_\_\_\_\_, please have the authorized representative sign both copies where indicated below. Retain one original copy for your files and return one original to:

**Margaret Dismond Martin**  
 Director  
 Hampton University College of Virginia Beach  
 253 Town Center Drive, Suite 1035  
 Virginia Beach, Virginia 23462  
 (757) 637-2200



Director: \_\_\_\_\_

\_\_\_\_\_  
Owner/CEO/Organizer/Renter (Signature)

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

\_\_\_\_\_  
Owner/CEO/Organizer/Renter (Print)