

New River Valley Business Center
Meeting Room Reservation Request- Reservations via email only

We require a properly approved request be on file in order to assure fairness and consistency in reserving common areas for our tenants or guests. Please complete the request form and email it to the Center Building Manager and Calendar Coordinator to confirm the space availability and applicable fees. A copy of this form will be returned to you noting approval. **Unless you have a completed form approved by the Manager, and the Calendar Coordinator, your reservation is not confirmed.** Please note: **cancellations must be made at least 24 hours in advance of the reservation. Cancellations made less than 24 hours in advance will be charged the full rental amount.**

PLEASE REMEMBER THE FOLLOWING IMPORTANT POINTS:

1. **STAY to your reserved time.** The rooms are in high demand and someone may be waiting.
2. **LEAVE the room neat for the next guest.** Remove your items as soon as you finish.
3. **NO food or beverage is permitted in the Conference Room.** Space will be made available.
4. **ADVANCE arrangements must be made** with the Manager for access outside normal business hours.
5. **EQUIPMENT (i.e. projector, laptop, etc.) is not provided by the Center.**
6. **DOORS are unlocked M-F 8:30am – 5:00pm** (except Holidays). For afterhours reservations a designated door will be unlocked at the start and end times requested (below) on this form.
7. **NOTIFY the Manager when a meeting is cancelled so space is available for others.**

The Business Center is a Drug, Alcohol, and Tobacco free facility. Drugs and Alcohol are not permitted on the Center's premises at any time. Smoking is permitted only in designated areas outside the building.

Name to be reserved in: _____ Phone #: _____
Purpose/Group: _____ Fax #: _____
_____ Email: _____

Please note exterior door will open and close at the requested start and end times, allow for set-up and clean-up

Date: _____ Time: Start: _____ End: _____

Room:(circle) Conference Training Library New River Room

Number attending: _____ Will you serve food and/or beverage? _____

Special needs or requests _____ Fee: _____

Requested by: _____
Signature Date Printed name

Building Manager: OK _____ Calendar Coordinator: OK _____

Confirmation notice sent (date) _____ via email () or fax ()

Submit request form via email to:

Business Center Manager: msolomon@pulaskicounty.org and

Calendar Coordinator: jphillips@nrvc.org

*All non-tenant requests must be approved by the business center manager

You will be emailed an invoice. Remit payment of room fees to:

New River Valley Development Corporation, 6580 Valley Center Drive, Suite 302, Radford, VA 24141

Direct questions to the Center Office 540-633-6730.