



**USE AGREEMENT
RIVERSTONE TECHNOLOGY BUILDING
INDUSTRIAL DEVELOPMENT AUTHORITY
OF HALIFAX COUNTY**



1100 Confroy Drive
South Boston, Virginia 24592

****YOU MUST INDICATE THE PURPOSE FOR WHICH YOU ARE REQUESTING TO USE THE ROOM:**

- Space Requested: Conference Room A
 Conference Room B
 Conference Room C
 Boardroom
 Catering Kitchen and Break Room
 Other (Explain) _____

Date(s): Begin Date: ___/___/___ Starting Time: ___ AM or PM
 End Date: ___/___/___ End Time: ___ AM or PM

Total Number of Attendees Expected: _____

User Name: _____

Mailing Address: _____

Telephone: _____ FAX: _____ E-Mail: _____

Contacts for Event (Please provide two contacts):

Name _____ Telephone: _____ Mobile Phone: _____

Name: _____ Telephone: _____ Mobile Phone: _____

Organization Type: ___ Government Agency ___ Non-Profit Charitable

 ___ Non-Profit Other ___ Private Company

 ___ Other (Explain): _____

Responsibilities of User:

The User is responsible for arranging the room(s) for the meeting. The tables, chairs, podiums, smart board and other equipment shall not be removed from their designated areas without prior permission of the IDA. At the end of the event, the User is responsible for returning all furniture, shades, screens, lights and other equipment to their original positions. ****A \$50 re-set fee will be imposed on users who do not return the room(s) to their original set-up.**

**USE AGREEMENT
RIVERSTONE TECHNOLOGY BUILDING- PAGE TWO**

- The User is responsible for providing additional tables, chairs or other furnishings required to support the event. All such items shall be removed from the building at the end of the event unless prior arrangements have been made with the IDA.
- The User shall remove all trash from the meeting area(s), place it in plastic garbage bags and leave it in the catering kitchen. Our cleaning company will pick up the trash from the kitchen area the next day.
- The User may erect temporary signs in the building directing attendees to the designated meeting area(s). All such signs should be removed and discarded at the end of the event.
- The User is allowed to make arrangements for outside catering for the event. Unless otherwise approved by the IDA, all catering services shall be confined to the area of the break room and the catering kitchen. The caterer is responsible for removing all food, equipment and garbage immediately following the event. Under no circumstances shall food be allowed to remain overnight in the building. There are no refrigerated facilities in the building for utilization by the caterer. There is an ice machine in the catering kitchen.
- The User will be held responsible for the repair of any damages to the building, its furnishings and equipment directly resulting from the user's event. The user shall pay the costs of any special custodial services required as the result of the utilization of the space.
- The User is responsible for the acts and conduct of all attendees.
- The rear patio area of the building is available to event attendees for breaks, meals, etc. The User is responsible for the removal and proper disposal of all trash from the patio area.
- Under no circumstances shall the User, the caterer or the attendees prop open any of the exterior doors to the building. Doing so will cause an alarm to be activated which requires the IDA or other authorities to reset the system.
- The Riverstone Technology Building is a totally smoke-free facility. There are smoker urns located outside the building near the front entrance and on the rear patio.

User acknowledges receipt of this USE AGREEMENT and hereby agrees to the provisions outlined herein.

User/Organization Name

Name of Authorized User Representative (Please Print)

Title

Signature of Authorized User Representative

Date

Accepted by the Industrial Development Authority of Halifax County, Virginia this
_____ day of _____, _____.

Signature of Authorized IDA Representative

Title