

Date: _____

VIET CENTER SPACE REQUEST FORM

**Completion of this form does not insure room availability or event approval.*

Applicant Name: _____ Phone: _____

Email Address: _____

Full name of Group/Organization: _____

Event/Meeting: _____

Estimated Number of People: _____

Please indicate the circle one:

Monthly | Every other week | Twice a week | Weekly | One-time event

Other (Please specify)

Request space

Conference Room | Reception room | Large Meeting Space | All of the above |

Other (Please specify)

Days of Week: Mon Tue Wed Thu Fri Sat Sun

Time: _____

Date (Start): _____ Date (End): _____

Description of the purpose:

Description of the event:

AV Equipment Requested? (Limited AV equipment available. Ex: No TV/DVD carts, etc.)

Yes No

Anything else you'd like us to know:

Date: _____

AGREEMENT STATEMENT

- **Please read and agree with our policies and regulations attached with this form and the following**
- Viet Center prohibits the use of our meeting or conference room for sales and purposes that are outside of the scope of the mission and objectives of our Viet Center Project.
- Rooms will be ASSIGNED by our management team according to the meeting's approximate number of participants and intended use.
- Pre-determined room set-ups will NOT be altered for reoccurring Meeting reservations.
- Failure to use a scheduled room, without prior notification to the Scheduling team, may result in loss of scheduling privileges. PLEASE REVIEW CONFIRMATIONS AND CANCEL ANY MEETINGS SCHEDULED THAT YOU DO NOT NEED BY CALLING: 571.225.9900

I, _____, have read and understand the policies and regulations set forth by Viet Center and understand my responsibilities for this event.

Signature: _____

Date: _____

FOR VIET CENTER STAFF USE ONLY

Request is denied

Reason of denial: _____

Request is approved

Date of approval: _____

VIET CENTER offers meeting or conference/presentation times of 1, 2, 3 or 4+ hours during designated time slots. Only the designated time slots listed below are available for meetings.

- Option 1:
- Option 2:
- Option 3:

Date: _____

Viet Center grants to _____ [insert organization], its representatives and event participants the right to take photographs at the Viet Center property in connection with the above-identified event. Viet Center authorizes _____ [insert organization], its assignees and transferees to copyright, use and publish the same in print and/or electronically.