Facilities Reservation Form

Sponsoring Department or Agency: _______________________________________________________________

Name of Person Making Request: _____________________________________________________________

Mailing Address: ___________________________________________________________ Telephone No.: ____________

Space Requested:  ☐ Conference Room  ☐ Training Room

Time: ______________ Date: ______________ Estimated Attendance: ______________

Special Arrangements: ____________________________________________________________

Equipment: _________________________________________________________

Media Services Requested: ________________________________________________________________

Fee for Use of Facilities: __________ Cleaning Fee: $50.00 Total: __________

___________________________________________________________________

Signature of Sponsoring Representative Date

Please note the following Virgin Islands Housing Finance Authority Regulations:

- **Furniture** may not be moved in or out of the area. Any furniture rearranged must be returned to its original arrangement immediately after your activity.
- **Do not** attach signs, posters or materials of any kind to the walls, windows, door or fixtures.
- Due to limited parking, preferably ask that your participants be dropped off or carpool.
- **Refreshments** are only allowed in the Training Room.

**Fee Structure:**

Government Agencies/Non-Profit Organizations: $40.00 per hour

Private Businesses: $60.00 per hour

Cleaning Fee (non-refundable): $50.00

*Please make payment payable to: Virgin Islands Housing Finance Authority*

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☐ Approved  ☐ Disapproved  ☐ Authorized for Special Arrangements _______

Virgin Islands Housing Finance Authority Date

Amount Received: ___________ Date Received: ___________