



VIRGIN ISLANDS HOUSING FINANCE AUTHORITY

100 Lagoon Complex • Suite 4 • St. Croix, USVI 00840-3912
Telephone: (340) 772-4432 • Fax: (340) 772-4002
Email: vihfa@vihfa.gov

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: _____





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Check Number: _____

Receipt Number: _____



Unlocking the Door to Affordable Housing

St. Thomas Office: 3202 Demarara Plaza • Suite 200 • St. Thomas, VI 00802-6447 • Telephone: (340) 777-4432