

## Application for Use

The rental fee for University departments is \$175 for four hours; \$25 for each additional hour. An IDT will be charged to the budget code provided. The budget code also will be provided to VCU Police should their services be needed. If the function is cancelled less than 24 hours prior to the event, the department will be charged \$65 (the cost of cleaning).

Please return this application to: Kelly Kerr, Scott House Manager  
P.O. Box 842039  
[kkerr@vcu.edu](mailto:kkerr@vcu.edu)  
phone: (804) 828-2284 or fax: (804) 828-0847

Name of event \_\_\_\_\_

Day and date of event \_\_\_\_\_

Event begin time \_\_\_\_\_ Event end time \_\_\_\_\_

Setup time \_\_\_\_\_ Breakdown time \_\_\_\_\_

Space requested \_\_\_\_\_ Guest count \_\_\_\_\_

Nature of event \_\_\_\_\_

Will food be served? \_\_\_\_\_ Caterer \_\_\_\_\_

(If so, please choose a caterer from the preferred caterer list.)

Will alcohol be served? \_\_\_\_\_

(If so, please have caterer provide a copy of its ABC license to the Scott House at least two weeks prior to the event.)

Are any parking arrangements needed? \_\_\_\_\_

Department \_\_\_\_\_

P.O. Box \_\_\_\_\_

Event manager \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ E-mail \_\_\_\_\_

Budget code \_\_\_\_\_

