



**Physical Address**  
 SkillsUSA  
 14001 SkillsUSA Way  
 Leesburg, VA 20176  
 703-777-8810  
 703-777-8999 FAX

## RENTAL AGREEMENT

### CLIENT INFORMATION

Name(s): \_\_\_\_\_ Phone No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

ZIP: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

### EVENT SPECIFICS

Date of Event: \_\_\_\_\_ Approx. No. of Guests: \_\_\_\_\_

Start Time: \_\_\_\_\_ Ending Time: \_\_\_\_\_

**Note:** Client has use of the facility a maximum of eight hours. See attached worksheet for specifics.

#### Type of Event (check one):

- Reception/Party
- Retreat/Business Meeting
- Outdoor Event
- Other: \_\_\_\_\_

#### Room(s) to be Used (check all that apply):

- |   |   |
|---|---|
| <input type="checkbox"/> Reception Area | <input type="checkbox"/> Gold Room  |
| <input type="checkbox"/> Red Room       | <input type="checkbox"/> SkillsUSA Room ( <i>Red, White, Blue &amp; Gold Rooms combined</i> ) |
| <input type="checkbox"/> White Room     | <input type="checkbox"/> Grounds  |
| <input type="checkbox"/> Blue Room      |   |

Fee	Amount	Description of Fee and Special Instructions	Paid <i>(office use only)</i>
Security Deposit	\$500	<ul style="list-style-type: none"> <li>Due when contract is signed</li> <li>Refundable within 30 days pending compliance with rental policies</li> </ul>	
Rental Fee		<ul style="list-style-type: none"> <li>Amount varies based on the event being held on a "weekday" or "weekend," number of rooms used, etc.</li> <li>50% due when contract is signed</li> <li>Balance due <b>60 days prior to event date</b></li> </ul>	
Setup Fee	\$150	<ul style="list-style-type: none"> <li>Only required when client requests <b>extensive</b> setup by SkillsUSA. Basic setup of tables, chairs, riser platform, etc., is included as part of the overall rental fee. Diagram of basic setup to be provided by client <b>two weeks prior to event</b>. SkillsUSA will make recommendations to the client for best setup arrangement.</li> <li>Due <b>60 days prior to the event</b></li> </ul>	
Security Maintenance Fee	\$300	<ul style="list-style-type: none"> <li>Required when any type of alcoholic beverage is to be served</li> <li>Non-refundable</li> <li>Due <b>60 days prior to the event</b></li> </ul>	
Subtotal <i>(due at contract signing)</i>			
Balance <i>(due 60 days before event)</i>		<b>Due Date:</b>	
<b>TOTAL COST</b>			

\_\_\_\_\_  
Client Signature

\_\_\_\_\_  
SkillsUSA Signature

# ROOM SETUP

## Layout:

<input type="checkbox"/>	Banquet	_____
<input type="checkbox"/>	Classroom	_____
<input type="checkbox"/>	Theater	_____
<input type="checkbox"/>	Conference	_____
<input type="checkbox"/>	Hollow Square	_____
<input type="checkbox"/>	“U” Shape	_____

## Set For:

## Room Detail:

<input type="checkbox"/>	A/V
<input type="checkbox"/>	Projector
<input type="checkbox"/>	Projection Screen
<input type="checkbox"/>	A/V Cart
<input type="checkbox"/>	Microphone
<input type="checkbox"/>	Extension Cord

## Additional Set-Up:

<input type="checkbox"/>	Head Table
<input type="checkbox"/>	American Flag
<input type="checkbox"/>	Coffee Service

*(additional charges may apply)*

## Catering:

<input type="checkbox"/>	Caterer Provided
--------------------------	------------------

Name of Caterer: \_\_\_\_\_

**Note:** will need Health Certificate from caterer

# RENTAL POLICIES

1. Smoking is not permitted in the building. Cigarette urns are provided in the front and downstairs reception area entrances.
2. No open flames are permitted inside the building. The use of candles is permitted, but they must be enclosed and must be surrounded to catch wax drippings. The use of the fireplace must be authorized in advance, and the client is responsible for extinguishing all candles and the fireplace before the end of the event.
3. No one is permitted in the administrative offices of the SkillsUSA building during the rental.
4. A security deposit of \$500 is required at the time of booking the building. This deposit will be refunded within 30 days following the event, if there is no damage to the building.
5. A “walk-through” will be conducted between SkillsUSA and the client to determine the “state of the building.” “State of the building” will determine the condition of the building and grounds before the rental. It is expected that the building and grounds will remain in the same condition following the event.
6. An inspection by SkillsUSA will follow within 48 hours of the event to determine any possible damage. Any damage to the building and grounds will be charged to the deposit. Any additional expenses from the damage will be the responsibility of the client. An invoice will be presented to the client for expenses that will include time on the part of the SkillsUSA staff to coordinate repairs.
7. Fifty percent of the rental fee is due at the time of the booking (in addition to the \$500 security deposit). The remainder of the rental fee is due no later than 60 days before the date of the scheduled event. If the fee is not received at the due date, all fees previously paid are forfeited and the event is considered cancelled, unless arrangements are made before the due date.
8. Cancellation—Cancellations must be received in writing. Cancellation notification received 60 days or more before the date of the rental will receive a full refund. If a cancellation notice is received 60 days or less prior to the date of the rental, the entire deposit will be withheld, minus the original \$500 security deposit.
9. Hold Harmless—The client agrees to hold harmless SkillsUSA, its employees, agents and affiliates from any and all claims, actions, suits or allegations for damages to persons or property that relate, emanate or in any way pertain to the event. Further, the client agrees to indemnify SkillsUSA for any and all costs or losses which may be incurred by SkillsUSA as a result of such claims, action, suits or allegations, including, but not limited to reasonable attorney fees and expenses of litigation.
10. All sub-contractors connected to the event (includes DJs, caterers, florists, rental companies, cleaning staff, musicians and any group providing a service to the event) are responsible for the cleaning and removal of materials and items connected with the event. SkillsUSA is not responsible for any damage, loss or theft of items being provided from sub-contractors of planned events.
11. SkillsUSA requires notification of all sub-contractors possessing company insurance and bonding covering damages, employee compensation and workman’s comp. It is the option of SkillsUSA to decline the use of any sub-contractor, including caterers, musicians, florists or any group providing a service to the event, if proper business procedures are not in place. In addition, all caterers must provide copies of a valid health permit and business license to SkillsUSA 60 days before the scheduled event. Also, if ANY alcoholic beverage is being served during the event, a copy of a valid liquor license must be provided to SkillsUSA 60 days before the event as well.
12. Any decor that is placed either inside or outside the building is to be removed and properly disposed of by the close of the event. Client is prohibited from using tacks, nails, pushpins or any other form of penetration into the SkillsUSA walls or partitions. All material is to be removed before the close of the event.
13. Client is free to use the tables, chairs, audio-visual equipment, podiums and stands that are owned by SkillsUSA. The client is also free to make other arrangements with sub-contractors for the same material. Any SkillsUSA property used is to be returned in the same condition before the date of the event. Any costs for repair or replacement necessary will be deducted from the security deposit. SkillsUSA is not responsible for payment of fees associated with sub-contractors in connection for rentals or for any damage to same items.
14. Client is prohibited from renting the SkillsUSA building or grounds for sub-contracting the space to other businesses or clients.
15. The performance of this agreement is subject to any circumstances making it illegal or impossible to provide or use the SkillsUSA building that include Acts of God, war, disaster, civil disorder or circumstances beyond any human control.
16. SkillsUSA has the right to enter and inspect all functions. If SkillsUSA discovers any illegal or unethical activity, or activity that would result in harm to persons or objects, SkillsUSA has the right to immediately cancel the event, in which case all guests and invitees must vacate the premises. In such a case, the client will remain liable for all fees and charges related to the event pursuant to the terms of this agreement.
17. The SkillsUSA facility is ADA compliant based on 1980 regulations. If the rental client is anticipating the attendance of guests with disabilities, the client should contact SkillsUSA for answers to questions regarding accessibility by those guests.

Client agrees, by signature, to all costs and policies for use of the building and grounds as outlined within this agreement, and to the payment terms defined on page one.

---

Client Signature

---

SkillsUSA Signature

**SkillsUSA**  
**14001 SkillsUSA Way, Leesburg, VA 20176**  
**703-777-8810 (Phone)**  
**703-777-8999 (FAX)**  
**[www.skillsusa.org](http://www.skillsusa.org) (Website)**  
**[anyinfo@skillsusa.org](mailto:anyinfo@skillsusa.org) (E-mail)**