ATTACHMENT A

l agree I have read the College Facilities Policy and will abide by them as written.	
Requestor:	Date:
Contact: Tara Nepper, Events Planning and Scheduling Coordinator (540) 857-6492 or tnepper@virginiawestern.edu	

(540) 857-6370 - Fax (Physical) 3093 Colonial Avenue, Fishburn Hall Room 110, Roanoke VA 24015 (Mailing) P.O. Box 14007, Roanoke, VA 24038