



Facility Guidelines Conference Room and Events Reservations

We're Excited to Host Your Event!

Welcome to the EO Hub! Our conference rooms are ready to make your next meeting or event successful. Reserving a space is simple—email events@eoco.org with a completed Facility Events form. Once we receive your form, we'll send you a confirmation email.

Have special requests? No problem! Include them in your Facility Events form, and we'll do our best to meet your needs.

Business Hours & After-Hours Access

Our facility is open Monday through Friday, from 8:00 A.M. to 5:00 P.M. Need to book outside these hours? We're happy to help! After-hours rentals can be arranged with approval from our Facilities and Logistics Manager and a current Liability Insurance Certificate naming EO as an additional insured.

We can't wait to host your event!

Food and Beverages

We're here to make your event smooth and enjoyable! Please provide your caterer's name and contact information in the Facility Events form. For your convenience, all food and refreshments will be served from our catering kitchen.

Caterers should use the back entrance and are responsible for cleaning the catering kitchen after the event. Disposal is easy—our dumpster is located at the back of the facility.

Audio-Visual Requests & Technical Assistance

To ensure everything runs seamlessly, we recommend testing audiovisual equipment beforehand. Need on-site technical assistance? Just let us know!

Designated IT assistance is strongly encouraged for any event held in Career Commons. The client must schedule a representative to maintain the sound booth if a designated IT assistant is not requested. Before the event, the representative must meet with an IT staff member to be trained on using the equipment in the sound booth.

A quick note: For safety, please avoid eating near AV equipment during your event.

Publications

We'd love to help spread the word! Please use our official name, "**EO Companies**," in your advertising, press releases, or notices. Do you want us to display flyers or posters? Send them to us early, and we'll proudly showcase them.

Liability

We take pride in maintaining our facility and appreciate your cooperation:

- Any damage caused by your group will be your responsibility.
- To preserve our space, please avoid attaching materials to the walls.

Restrictions

To keep our environment safe and welcoming:

- Keep the hallways and exits clear.
- Our facility is smoke-free and drug-free. Littering, including cigarette butts, may result in a \$50 fine.
- Alcoholic beverages require prior approval and a valid Virginia ABC license.
- Only service animals are allowed unless special permission is granted.
- Use power strips with surge protection for equipment.

Departure

Please leave the space ready for the next event:

- Clean whiteboards and push chairs under tables.
- Stay within seating capacity limits.
- Return the room to its original state, turn off AV equipment and lights, and close the door.
- Ensure all equipment and furnishings remain in the facility.

Cancellations

Plans change, and we understand!

- Cancel at least **7 days** in advance at no charge.
- Cancellations within **48 hours** may incur a fee of 25% of the rental cost.
- Cancellations within **24 hours** may incur a fee of 50% of the rental cost.

We're thrilled to host your event and are here to make it a success! If you have any questions, feel free to reach out. Let's make your event unforgettable!

We strive to accommodate all requests, but we reserve the right to accept or deny room reservations to ensure the best experience for everyone using our facility.