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**Subject: Policy on Dedication of University Facilities**

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**1. Purpose**

Dedications of university and Virginia Tech Foundation facilities are important university functions. This policy reaffirms the long-standing process and standard practice regarding the dedication of university facilities which were previously issued in directives by President McComas in 1993 and by President Torgersen in 1998. This policy is meant to provide clear guidelines on the complex issues involving facility dedications; it applies to University groundbreaking, as well.

**2. Policy**

The University President has delegated to the Vice President for Development and University Relations the overall responsibility of planning for the dedication of all facilities and of working with the appropriate officials and representatives who have a direct relationship to the building being dedicated. All university facilities and buildings will have an official dedication unless the Vice President for Development and University Relations determines that a dedication is not appropriate or necessary. The Vice President for Development and University Relations (or designee) will preside over the dedication ceremonies for each building, insuring that the President and appropriate administrators from the colleges, departments, or other university program areas are involved appropriately in the dedication ceremony.

The Vice President for Development and University Relations has identified the Office of Special Events as the appropriate officials to schedule, consult, plan and execute such facility dedications. The Director of Special Events has been designated as the initial point of contact within the Office of Special Events regarding the scheduling and execution of any proposed facility dedications.

**3. Procedures**

1. The Director of Special Events should be contacted before any dedication planning is initiated. The Director of Special Events will work with all appropriate officials and representatives who have a direct relationship with the facility being dedicated and will provide oversight for the dedication planning.
2. The Office of Special Events should be contacted at least one year prior to the proposed dedication, depending on the size of the building or facility being dedicated and the scope of the event. Special Events will clear dates for such dedications well in advance with the appropriate individuals and with the Office of the President. Dates for the dedication must be coordinated with the annual university calendar. The Office of Special Events will assist and offer the best options to maximize attendance at the planned dedication and minimize/eliminate conflict with other events being held on the same dates/weekends.
3. The Office of Special Events will be primarily involved in the dedication ceremonies for university facilities (such as buildings or venues on campus); not in the dedication or naming of interior spaces. However, Special Events should be contacted regarding the planning of any dedication event and will then advise as to the level of involvement that is necessary or expected for their office and will assist regarding all aspects of the dedication ceremony.

4. Any programs and decisions conducted before or after the official dedication ceremony of buildings would be left to the college, division, or department officials. However, Special Events will be available on a consultation basis for guidance.
5. The college/unit/division/department is expected to budget accordingly for the related expenses necessary to produce a dedication ceremony, as well as any additional associated functions (e.g., pre/post-ceremony receptions). For shared occupancy, costs will be borne by negotiated or shared cost agreement for appropriate billing assessment. The cost of the building plaque(s) must be factored into the building costs, for new construction. For existing structures, the cost of the building plaque(s) should be factored into the dedication costs.
6. Regardless of venue, if a university building or facility is being named for an individual, group of individuals, or entity, the Office of Special Events **must** be involved in the dedication event.
7. For guidelines on building naming, refer to University policy 12005, "Policy on Commemorative Tributes." ( <http://www.policies.vt.edu/12005.pdf> )

#### **4. Definitions**

#### **5. References**

Policy 12005: Policy on Commemorative Tributes ( <http://www.policies.vt.edu/12005.pdf> )

#### **6. Approval and Revisions**

Approved October 6, 2008 by Vice President for Development and University Relations, Elizabeth A. Flanagan.