



University Facilities Usage and Events

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Policy Owner:
Sherwood Wilson

Policy Author: (*Contact Person*)
Kayla Smith

Affected Parties:
Undergraduate
Graduate
Faculty
Staff
Other

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1.0 Purpose

This policy was developed to ensure the effective utilization of all Virginia Polytechnic Institute and State University facilities. Both the rules and regulations for the approval and use of university facilities and the rules and regulations that govern activities sponsored by officially listed student organizations, university departments, university-affiliated organizations and non-university groups or organizations are included (see University Policy 8010, Classification of Student Organizations (<http://www.policies.vt.edu/8010.pdf>)), for more information).

1.1 Policy Review

In April 1994, all administrative policies relating to the use of university facilities were reviewed. The policies were reformatted into one overall policy to streamline the management of policies related to facility use and event approval and to facilitate ease of use for individuals seeking access to university facilities. In 2012-14, the policy was collaboratively reviewed with a large cross-section of university leadership and significant revisions were completed for clarification. Additional reviews in 2014-15 implemented a registration requirement for many events to provide a central database of campus activities for safety and security purposes.

2.0 Policy

This Policy applies to the Blacksburg, Virginia campus. Other Virginia Tech locations must develop site-specific policies consistent with the spirit and intent of this Policy that are tailored to the unique safety, security and health considerations of their facilities. These location-specific facility-use policies must be reviewed by the University Safety and Security Policy Committee at initial implementation and when significant changes are proposed.

University facilities are to be used in a manner consistent with their intended purpose. Priority of use must be given to those activities related to the mission of the university. The facilities must be used in a safe, professional manner so as not to endanger the university community or the general public. The university may restrict access to land and buildings to protect individuals, property and equipment.

The facilities of the university are intended for the use of its students, faculty, staff, and invited guests participating in university-approved programs or activities, sponsored by or under the direction of the university or one of its related agencies or approved organizations. Use of university facilities by the public is restricted to those activities in which the public interest is readily and safely accommodated and that do not conflict with university program needs and schedules.



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The university makes its classroom, housing, athletic fields, dining and other facilities available, particularly during the summer months, to internal and external groups interested in holding camps, conferences, and workshops on the Virginia Tech campus. Camps, conferences and workshops held at Virginia Tech, *other than the Inn at Virginia Tech*, should be for education, training, or other purposes consistent with the mission of the university.

In accordance with University Policy 6362, Policy on Continuing and Professional Education (<http://www.policies.vt.edu/6362.pdf>), academic colleges, centers, and administrative units designing and delivering continuing and professional education activities, both on and off campus, under the auspices of the Virginia Tech brand must work through Continuing and Professional Education.

A residential camp, conference or workshop is defined as an event where attendees will stay overnight in university or university-affiliated facilities, *other than the Inn at Virginia Tech*. These events are governed by the provisions of University Policy 5010, Residential Camps, Conferences and Workshops (<http://www.policies.vt.edu/5010.pdf>).

Any person utilizing a university facility who engages in unlawful or disruptive conduct or violates university policy may be asked by a university official to leave the property. Failure to comply with such requests constitutes trespassing under Virginia state law and may lead to disciplinary action and/or arrest. The university is not obligated to tolerate events that interfere with any lawful mission, process, or function of the institution. Request for approval of events may be denied if they pose a clear and present danger to university students, employees and facility users.

It is the policy of Virginia Tech to make its programs and services accessible to every qualified person without discrimination on the basis of disability. For more information on accessibility, refer to the University ADA Services Office and website: <http://www.hr.vt.edu/oea/ada/>.

The Vice President for Administration has the responsibility to implement appropriate procedures for events on campus and to approve exceptions to this policy and associated procedures.

2.1 Event Sponsorship

All events must have a university sponsor. The sponsor must be an officially listed student organization (as defined by University Policy 8010, Classification of Student Organizations (<http://www.policies.vt.edu/8010.pdf>)), a university department, a university governance entity (as defined by the University Council By-laws, (<http://www.governance.vt.edu/>)), a state employee association, or a university-affiliated organization. Non-university groups or organizations must have a university sponsor to hold an event. A contractual agreement for hosting an event (between a university entity and an external individual, group or organization) is considered a form of sponsorship for the purpose of this Policy.

The university sponsor must reserve space to hold the event (see Section 2.2).

2.1.1 Student Organizations as Sponsors

The Vice President for Student Affairs is charged with implementing procedures to verify the eligibility of individuals to sponsor events on behalf of student organizations on campus. The responsibility for management of this process has been delegated to the Director of Student Engagement and Campus Life. The staff of the Student Engagement and Campus Life Event Planning Office will provide verification of student organization eligibility (and confirm the contacts authorized to do business with the university on behalf of each student organization) to those offices that have been delegated responsibility for scheduling specific facilities.



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Approval of student events must be obtained from the Student Engagement and Campus Life Event Planning Office when the event is considered major entertainment (as defined by University Policy 8215, Major Entertainment Sponsorship (<http://www.policies.vt.edu/8215.pdf>)). If additional information or approvals are needed, the scheduling office may refer the sponsoring student organization to the Student Engagement and Campus Life Event Planning Office for assistance.

2.1.2 Employee Associations as Sponsors

State employee associations and university faculty and staff associations may use university meeting rooms, where the time, place and manner do not interfere with university business, do not violate any laws, leases, or other contracts, and are compatible with the safety and security of the particular facility and mission of the university. The use of university-owned or leased meeting rooms must be related to the university and state employee association's role in providing programs and services of general benefit to employees within the context of their employment. All applicable fees for use will apply.

2.1.3 Responsibilities of the University Sponsor

The university sponsor will:

- a. serve as liaison with all university agencies supporting the event;
- b. coordinate arrangements for use of university facilities in accordance with the provisions of this Policy;
- c. assist with registration/arrival/check-in and/or departure/check-out of attendees;
- d. maintain responsibility for all record keeping associated with the event, in compliance with the state records retention schedules; and
- e. have a representative onsite or immediately available via telephone/internet conferencing throughout the event.

In accordance with University Policy 4815, Minors on Campus or Participating in University-Related Programs (<http://www.policies.vt.edu/4815.pdf>), the university sponsor for all events that involve minors must also:

- a. make university students, faculty, staff, and volunteers aware of the need to complete appropriate training;
- b. ensure criminal conviction checks are conducted on certain individuals who will be working with minors; and
- c. maintain a certification of compliance with the conviction check rules for non-university organizations and entities that operate programs or activities on campus.

2.2 Request to Use and Responsibility for Facility Usage

Use of a facility must be sponsored and scheduled (see Section 2.2, *Sponsorship and Request for Event Approval*) prior to the event.

The Vice President for Administration has delegated the general responsibility for scheduling of university facilities to specific departments ("university scheduling office"), and the Vice President's Office maintains a list of some of the more commonly requested event spaces (venues) (<http://www.vpas.vt.edu/programs/events-on-main-campus.html>). Contact the appropriate university scheduling office for any specific information concerning usage of that facility. University scheduling offices may establish and enforce a minimum number of days that a request for space/approval must be submitted prior to the requested event. If the space is not listed in the linked document, contact the Student Engagement and Campus Life Event Planning Office or the department/unit assigned to the desired area.



2.2.1 Responsibilities of University Scheduling Office

The university scheduling office will:

- a. register (<http://www.vpas.vt.edu/programs/events-on-main-campus.html>) any qualifying event that will occur in space(s) under their delegated authority (see Section 2.4, *Event Registration*); and
- b. execute a contract with or provide an event confirmation to the entity and university sponsor (if not the same) conducting the event.

2.3 Shared Responsibilities

The university sponsor and the university scheduling office will share responsibility for:

- a. briefing the event director/organizer regarding university policies, emergency procedures, and facilities layout; and
- b. ensuring accessibility in emergency situations.

The university sponsor and the university scheduling office, if different, should communicate with one another the actions taken to fulfill the above responsibilities.

2.4 Event Registration

The Registrar's Office, in collaboration with Student Engagement and Campus Life, will maintain a central event database (<http://www.vpas.vt.edu/programs/events-on-main-campus.html>) for the registration of all camps, sports camps, day camps, conferences, and workshops that are occurring on the main Virginia Tech campus in Blacksburg. The database will include the dates, times, locations, schedule and emergency contact numbers for all such events. The Registrar's Office is responsible for providing the Virginia Tech Police Department, the Office of Emergency Management, the Office of Insurance and Risk Management, Environmental Health and Safety, and other offices as required with access to the database.

All university scheduling offices are required to register in the database any qualifying events scheduled to occur in spaces for which they have delegated scheduling authority. Events commonly referred to as camps, conferences and workshops are considered qualifying events and include but are not limited to: special programs or series of programs or activities on a particular subject, area of interest, or project, typically involving larger numbers of attendees, and/or external (non-Virginia Tech students or faculty/staff) participants. Examples of events which do **not** typically require registration include: departmental meetings, cross-departmental workgroup meetings, regularly-scheduled university classes, one-on-one or small group liaison meetings with external stakeholders, or Board of Visitors and Foundation/Alumni Board meetings. *Note: If an event would not typically meet the registration requirement but may have security, safety, or other special concerns, please contact the Student Engagement and Campus Life Event Planning Office for guidance.*

Failure to comply with the registration requirement or reporting of false information related to the registration requirements may result in loss of event scheduling privileges for space(s) by the scheduling office and/or loss of future facilities use privileges by the external group or university sponsor.



2.5 Major Venues and Major Entertainment Events

2.5.1 Major Venues

Major Venues include:

- Burruss Hall Auditorium
- Cassell Coliseum
- GLC Auditorium and Multi-Purpose Room
- Johnston Student Center
- Lane Stadium
- Outdoor Public Spaces
- Rector Field House
- Squires Student Center
- War Memorial Gym

2.5.2 Major Entertainment Events

Major Entertainment sponsored by officially listed student groups and/or held in a Major Venue is regulated by University Policy 8215, Major Entertainment Sponsorship (<http://www.policies.vt.edu/8215.pdf>). Major Entertainment is defined as any event for which there are contracted performers AND which takes place in a Major Venue. University Policy 8215 does not apply to any event sponsored by a university department at locations other than Major Venues, or to any events held at the Moss Arts Center or the Inn at Virginia Tech.

2.6 Charges for Use of University Facilities

Actual rate schedules are developed by the Controller's Office and reviewed by the Office of Budget and Financial Planning in consultation with the unit responsible for the facility used. Please contact the scheduling office for each facility to obtain the most current rate information.

For camps, conferences, and workshops sponsored by Conference and Guest Services or the Student Engagement and Campus Life Event Planning Office, an appropriate per-person administrative fee may be charged.

2.7 General Rules for Events and Use of University Facilities

The following are rules for the use of university facilities and any event held on campus. The university reserves the right to deny the activity or event if the requirements of this section are not met within the specified timeframe(s).

2.7.1 Safety, Security and Health

1. Virginia Tech sponsors or hosts numerous programs, events, and activities, and allows its facilities to be used for programs, events, and activities. In accordance with University Policy 5615, University Safety and Security (<http://www.policies.vt.edu/5615.pdf>), the event planners (university scheduling office and university sponsor) are responsible for coordinating with the appropriate university offices (e.g., Virginia Tech Police Department, Office of Emergency Management, Office of Insurance and Risk Management) to ensure that appropriate arrangements are made for event security, emergency planning, and liability. The university departments listed below may establish and enforce deadlines by which the event planners must inform their offices and/or comply with certain requirements in order for the event(s) to be approved.



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- a. The Virginia Tech Police Department (VTPD) is responsible for determining the appropriate security for events.
 - i. The department maintains a website (<http://police.vt.edu/vtpd-services/event-security.html>) that describes the types of events/activities that may require security and lists appropriate timelines for planning security services. University sponsors are expected to be sensitive to the need for security in unusual circumstances and should consult with the VTPD about security needs if the nature of the event suggests a possible need for security.
 - ii. Should it be determined that security is required for the event, the VTPD will provide or arrange for appropriate security. Utilization of security agencies outside of the VTPD is prohibited without the written authorization of the Chief of Police and Director of Security or designee. The VTPD reserves the right to establish and manage competitively awarded contract(s) for security services, and to require that event sponsors use an approved, contracted company for security services.
 - iii. Any additional costs for security must be paid by the organization sponsoring the event and must be paid prior to the event.
 - iv. Any exceptions to these standards must be approved by the Chief of Police and Director of Security or designee.
 - b. The university scheduling office is responsible for notifying the Office of Emergency Management (OEM) of events occurring in their facility/space. Should it be determined that additional emergency management preparedness is required, OEM will notify the university sponsor. OEM will assist the event sponsor in developing event preparedness plans as necessary. Event sponsors shall not proceed with an event prior to complying fully with all OEM requirements.
 - c. Trained Crowd Managers must be provided for any facility or event where more than 1,000 persons congregate. Additional information is available through Environmental Health and Safety (EHS) (<http://www.ehss.vt.edu/>).
 - d. The Office of Insurance and Risk Management provides guidance related to university insurance requirements, planning, and documentation, as well as assistance with certificates of insurance for events. All university sponsors are required to provide a Certificate of Insurance verifying appropriate coverage for their program. Additional information may be obtained at <http://risk.controller.vt.edu/vi/campus.html>.
2. Special permitting requirements:
- a. Temporary Facilities, Tents and Stages must be constructed and managed in accordance with University Policy 5406, Requirements for Temporary Facilities/Tents/Stages (<http://www.policies.vt.edu/5406.pdf>). An application (<http://facilities.vt.edu/permits-inspections/building-code-compliance/forms.html>) must be submitted to the University Building Official.
 - b. Amusement devices, generators, and outdoor lighting equipment may require special permitting and/or inspection from the University Building Official.
 - c. An open burn permit is required for outdoor fires on Virginia Tech property, including campfires, bonfires, fire bowls, other recreational type fires, and Prescribed Burns. An application must be submitted to Environmental Health and Safety (EHS) (<http://www.ehss.vt.edu>).



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- d. A permit is required for Flame Effects (e.g., Fireworks) inside state-owned buildings and outdoors on state-owned property before a proximate audience. An application must be submitted to the State Fire Marshal's Office and a copy must be provided to EHS. See http://www.vafire.com/state_fire_marshall/fireworks.htm.
 - e. A Special Effects Permit must be filed in advance of any event where smoke, haze or fog machines will be used or gunpowder is to be used (as with stage firearms). See <http://www.ehss.vt.edu>. If a fire watch is required by EHS or if portions of the building fire alarm system must be impaired, the associated costs are the responsibility of the event sponsor.
3. Any department listed above may deny approval of an event or of a specific activity during an event if the university sponsor cannot meet the requirements set forth in the department's procedures (for example, if adequate security personnel cannot be present, the VTPD may deny approval for an event; likewise, if documentation of an open burn permit from the Fire Marshal is not provided, EHS may deny approval for an outdoor fire at an event).
 - a. Appeals of any department's decision will be reviewed by the department head (or the department head's supervisor if the department head made the decision).
 - b. If necessary, the Vice President responsible for the department will serve as the final arbiter.
 4. Users of the facilities must comply with all applicable health and safety regulations.
 5. Special policies apply to any event on campus involving non-student participants under the age of 18 ("minors"). See University Policy 4815, Minors on Campus or Participating in University-Related Programs (<http://www.policies.vt.edu/4815>), for further information.
 6. The possession and use of alcoholic beverages is regulated by University Policy 1015, Alcohol Policy (<http://www.policies.vt.edu/1015>).
 7. Smoking at events is governed by University Policy 1010, Policy on Smoking (<http://www.policies.vt.edu/1010.pdf>).
 8. In accordance with University Policy 4305, Policy on Authorized Closings (<http://www.policies.vt.edu/4305.pdf>), it is not the university's practice to make a centralized decision about cancellation of events *on weekends or holidays when there are no classes and administrative offices are closed*. If inclement weather, a natural disaster, or safety/security concerns occur on weekends or holidays, each event sponsor has the responsibility for canceling or delaying the event and communicating same to the respective constituency. Additionally, under these circumstances, university scheduling offices reserve the right to cancel or delay events in venues/facilities under their management.

2.7.2 Amplification

1. Amplification is not allowed in and around academic buildings and campus public spaces between 8 a.m. and 5 p.m. Monday through Friday. Amplification in and around academic buildings and in campus public spaces may only be used between 5 p.m. and 10:00 p.m. Monday through Friday, between 10 a.m. and 10 p.m. Saturday, and between noon and 10:00 p.m. Sunday.
2. Amplification in or around residence halls is not permitted during the week days or Sunday. Events utilizing amplification in and around residence halls shall normally be restricted to 11 a.m. to 10 p.m. on Saturdays and from 5 p.m. to 10 p.m. on Fridays.
3. Additional permissions or restrictions for amplification may be determined by the approving office for specified locations based on other activities occurring at the same time in or near the event for which amplification has been requested.



2.7.3 Sales, Solicitation, Fund-Raising and Advertising Activities

1. All sales (i.e., food, T-shirts, posters, etc.) must be sponsored by a university organization and are regulated by University Policy 5215, Sales, Solicitation and Advertising on Campus (<http://www.policies.vt.edu/5215.pdf>).
2. Notice of university events may be posted in accordance with University Policy 5215, Sales, Solicitation, and Advertising on Campus (<http://www.policies.vt.edu/5215.pdf>).

2.7.4 Vehicles and Aviation

1. Vehicles must remain on roadways and park only where legally permitted. Emergency vehicles and some service vehicles are exempt from this provision as necessary for the performance of the driver's job/volunteer duties.
2. Special activities involving vehicles (such as vehicular shows/displays) on plazas, sidewalks, and walkways must be situated such as not to impede or block the normal flow of traffic.
3. Refer to the annually revised *Parking and Traffic Regulations* (www.parking.vt.edu), as well as University Policies 5005, Bicycle and Personal Transportation Devices (www.policies.vt.edu/5005.pdf) and 5501, Electric/Gas Utility-type Vehicles (www.policies.vt.edu/5501.pdf), for additional requirements related to transportation equipment.
4. All aircraft, including helicopters and hot air balloons, must use the Virginia Tech Montgomery Executive Airport for landing and take-off; **no** campus sites are approved for this purpose. In the event of an emergency, VTPD, Virginia State Police, and other first response/rescue aircraft are exempt from this provision.

2.7.5 Animals

1. Animals are not permitted in university buildings except for:
 - a. teaching;
 - b. research;
 - c. medical evaluation/treatment at the Veterinary Teaching Hospital;
 - d. service animals in public locations and previously approved non-public areas;
 - e. assistance/support animals in previously approved instances;
 - f. Corps of Cadets live animal mascot program ("Growley"), subject to appropriate approvals from the Commandant and Housing and Residence Life; and
 - g. animals residing with Residential Learning Coordinators and/or Faculty Principals in their private residences in campus residence halls, subject to appropriate approvals and guidelines published by Housing and Residence Life.
2. Service and assistance/support animals must be attended by and under the control of the owner in public areas.
3. The Services for Students with Disabilities Office can assist **students** with a determination on the presence of service animals in non-public areas and the presence of assistance/support animals in on-campus housing (see Virginia Tech Guidelines on Service Animals and Assistance/Support Animals (http://ssd.vt.edu/content/dam/ssd_vt_edu/assets/docs/VirginiaTechGuidelinesonServiceAnimalsandAssistanceSupportAnimals.pdf)).
4. University ADA Services can assist **university employees** with disabilities with a determination on the presence of service animals and assistance/support animals on campus in non-public areas.
5. Any exceptions to the restrictions on non-service and non-assistance/support animals in campus buildings must be approved by the Dean(s) or Vice President(s) responsible for the department(s) housed in the proposed event location.



2.7.6 General Provisions

1. Scheduling offices may enact specific procedures and timeframes for arranging support services necessary to accommodate specific activities. University sponsors should check with the scheduling offices as far in advance as possible to ensure they follow appropriate procedures and allow enough time to complete necessary requirements.
2. Events in public spaces may not be continuous or repetitive in nature. Any activity is limited to 3 consecutive days to allow other organizations to have at least 2 consecutive days in the same week. This does not apply to banner displays or A-Frame displays.
3. All trash and equipment utilized during the activity must be removed. Sponsoring organizations will be charged actual costs of repair and restoration caused by events or activities.
4. In accordance with the Code of Virginia, the release of more than 50 balloons within a one-hour period is prohibited. The provisions do not apply to balloons released for scientific or meteorological purposes.
5. Overnight utilization of university facilities (other than residence halls) by groups or individuals will not be permitted without prior authorization from the scheduling office and the VTPD.
6. Use of specific site locations, such as the Drillfield, dining halls, residence halls, academic buildings, Library Plaza, War Memorial Chapel, Moss Arts Center, Recreational Sports facilities, and Athletic Department facilities, will be in accordance with guidelines for those areas. The Office of the Vice President for Administration maintains a list of additional guidelines (<http://www.vpas.vt.edu/programs/events-on-main-campus.html>) for the use of the most commonly scheduled facilities. University sponsors are expected to check with each university scheduling office for any additional specific guidelines that may be in place for the reserved facility/facilities.

2.8 Specific Rules for Use of University Facilities by Faculty and Staff

Faculty and staff are not allowed to use university resources for private gain. However, under the following conditions, the compensated use of specialized facilities or equipment will be allowed in support of approved consulting activities. Please refer to the Faculty Handbook (http://provost.vt.edu/faculty_affairs/faculty_handbook.html) and University Policies 5420, Policy on Facility Use Agreements (<http://www.policies.vt.edu/5420.pdf>), and 13010, Individual Conflicts of Interest and Commitment (<http://www.policies.vt.edu/13010.pdf>), for further clarification.

1. The facility or equipment must have a charge rate, established by the Controller's Office, which reflects all direct and indirect costs associated with the use of the facility or equipment and applies to use by parties outside the university. The charge rate will be applied to the actual use.
2. A Request to Engage in External Activity and Disclosure of Conflict of Interest/Commitment Form (13010, <http://www.research.vt.edu/conflict-of-interest/forms>) must be filed, specifying the facility or equipment to be used and estimating, in time or charges, the extent of the proposed use.
3. The director or head or chair of the department responsible for the facility or equipment will verify, on the 13010 form, that the proposed use will not interfere with, or have priority over, anticipated university use of the facility or equipment.
4. The faculty or staff member's department head or chair and dean or vice president (and the Provost, when appropriate) in the approval of the 13010 form, will determine that the consultation is of substantial professional merit and presents no conflict of interest in the use of the facilities or equipment. Particular care



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will be given to the relationship of the consultation with current or potential grants or contracts and to the possibility of unfair competition with local firms and businesses.

5. If an employee uses equipment of a specialized service center, the employee will be charged the "commercial" or "consulting" rate for the center as determined by the Controller's Office. The charges will be billed to the employee at the rate established for the service based on actual use. The deposit for the charges will be credited to the service center account that has been established by the Controller's Office.

If the employee uses facilities such as those of the Virginia Tech Athletic Department, Moss Arts Center, or Student Engagement and Campus Life venues (including Squires Student Center, G. Burke Johnston Student Center, Burruss Hall Auditorium, the Graduate Life Center, and War Memorial Chapel), the employee will be charged at the rate established by the Controller's Office for such use. The deposit will be made to the appropriate department's account based on actual use charges.

For facilities other than specialized service centers or other facilities for which a charge rate has been determined, the use of the facilities must be authorized and reimbursed at a rate determined by the joint collaboration of the employee's department head and Controller's Office.

6. The use of library facilities in connection with consulting is exempt from the above regulations, since those facilities are available to the public.

3.0 Procedures

3.1 Residential Camps, Conferences and Workshops

Please reference the procedures in University Policy 5010, Residential Camps, Conferences and Workshops (<http://www.policies.vt.edu/5010.pdf>).

3.2 Non-Residential Events

Non-university affiliated groups desiring to host a day-only event at any university or university-affiliated facility, *other than the Inn at Virginia Tech*, must be sponsored by an officially listed student organization, university department, or university-affiliated organization. The event sponsor is responsible for assisting the group with the responsibilities outlined in section 2.2. Housing and Residence Life Conference and Guest Services and the Student Engagement and Campus Life Event Planning Office sponsor certain external groups through contractual arrangements. There is no obligation for a university department or student organization to provide sponsorship of any event.

3.3 Events at the Inn at Virginia Tech

Groups or departments desiring to host an event at the Inn at Virginia Tech should contact the reservation desk or the Groups and Meetings staff at the Inn directly. More information is available on the hotel and conference center's website: <http://www.innatvirginiatech.com/>.

4.0 Definitions

Advertising/Advertisement: includes posting of signs or banners, the distribution of literature, or any other form of public notice designed to sell goods or services, or publicize an event.



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Assistance/Support Animal: Any animal necessary to afford a person with a disability an equal opportunity to use and enjoy university housing. The animal may provide physical assistance, emotional support, calming, stability and other kinds of assistance, but does not perform work or tasks that would qualify them as **Service Animals** under the Americans with Disabilities Act (“ADA”) regulations.

Camp/Conference/Workshop: includes, but not limited to, special programs or series of programs or activities on a particular subject, area of interest, or project, involving larger numbers of attendees, and/or external (non-Virginia Tech students or faculty/staff) participants. Does **not** typically include: Departmental meetings, cross-departmental workgroup meetings, regularly-scheduled university classes, one-on-one or small group liaison meetings with external stakeholders, or Board of Visitors and Foundation/Alumni Board meetings. *Note: If an event sponsored by a department or university organization may have security, safety, or other special concerns, but does not meet the criteria described above, please contact the Student Engagement and Campus Life Event Planning Office for guidance.*

Faculty and Staff Associations: any university organization whose membership is limited to the employees of the university (such as faculty associations, staff associations, senates, etc.) with voluntary membership that provides programs and services of general benefit to employees within the context of their employment.

Major Entertainment: any event for which there are contracted performers AND which takes place in a Major Venue (listed in Section 2.6.1).

Members of the University Community: currently enrolled students and university departments’ faculty and staff members.

Minor: a child under the age of eighteen (18) who is not enrolled or accepted for enrollment at the university.

Public Space Location or Public Area: all lobbies, foyers, and atriums in student centers and university-owned or leased academic facilities; the Drillfield; and all other university-owned or leased outdoor campus space, except those specifically managed by Athletics, Recreational Sports, the Graduate Life Center, and the Moss Arts Center.

Officially listed student organizations (as defined by University Policy 8010) include: University Student Life Programs (USLP), University Chartered Student Organizations (UCSO), Registered Student Organizations (RSO), and Extended Campus Student Organizations (ECSO).

Residential Camp/Conference/Workshop: a camp, conference or workshop where attendees will stay overnight in university or university-affiliated facilities, *other than The Inn at Virginia Tech.*

Sale: the activity of offering or exchanging products or services in return for monies, goods, or other services. This includes raffles or auctions.

Service Animal: Any dog (or under particular circumstances a miniature horse) that meets the definition of “Service Animal” under the Americans with Disabilities Act (“ADA”) regulations, and that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. The work or tasks performed must be directly related to the individual’s disability.



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Solicitation: the act of requesting money or funds for any reason, seeking agreement to pay, taking subscriptions, selling merchandise or services, seeking contributions of goods or services, offering materials or privileges to others via promotion or advertisement, or soliciting signatures for petitions.

State Employee Association: any non-profit organization with voluntary membership that provides programs and services of general benefit to state employees within the context of their employment. An association that is statewide and open to all employees who elect to voluntarily participate shall be limited to those associations on the State Comptroller's State Employees' association list.

Student: any individual currently enrolled and registered to attend Virginia Tech

Trained Crowd Managers: persons who have been trained in crowd management procedures and other duties appropriate to the event (including pre-event safety inspections and use of portable fire extinguishers as appropriate); may include contracted event security staff and/or VTPD officers. Training and more information can be obtained through Environmental Health and Safety.

University-Affiliated Organizations: are comprised of faculty and/or staff and are administered through a department to complement the departmental mission.

University Facilities: any location, either permanent or temporary, owned or leased by Virginia Tech, and includes satellite campuses and offices. This includes, but is not limited to, the buildings, grounds, and the surrounding perimeters, including the parking lots, field locations, classrooms, alternate work or class locations.

University Scheduling Office: a Virginia Tech office/department that has been delegated (by the Vice President for Administration) the general responsibility for scheduling specific university space(s).

University Sponsor: an officially listed student organization, a university department, or a university-affiliated organization who accepts responsibility for complying with the requirements of section 2.2.2 for a specific event.

5.0 References

Events on Main Campus (Blacksburg) Resource Website

<http://www.vpas.vt.edu/programs/events-on-main-campus.html>

University Policy 1005, Health & Safety Policy

<http://www.policies.vt.edu/1005.pdf>

University Policy 1010, Policy on Smoking

<http://www.policies.vt.edu/1010.pdf>

University Policy 1015, Alcohol Policy

<http://www.policies.vt.edu/1015.pdf>

University Policy 3006, Catering Policy

<http://www.policies.vt.edu/3006.pdf>



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University Policy 4305, Policy on Authorized Closings

<http://www.policies.vt.edu/4305.pdf>

University Policy 4815, Minors on Campus or Participating in University-Related Programs

<http://www.policies.vt.edu/4815.pdf>

University Policy 5005, Bicycle and Personal Transportation Devices

<http://www.policies.vt.edu/5005.pdf>

University Policy 5010, Residential Camps, Conferences and Workshops

<http://www.policies.vt.edu/5010.pdf>

University Policy 5215, Sales, Solicitation, and Advertising on Campus

<http://www.policies.vt.edu/5215.pdf>

University Policy 5420, Policy on Facility Use Agreements

<http://www.policies.vt.edu/5420.pdf>

University Policy 5501, Electric/Gas Utility-type Vehicles

<http://www.policies.vt.edu/5501.pdf>

University Policy 5615, University Safety and Security

<http://www.policies.vt.edu/5615.pdf>

University Policy 5616, Campus and Workplace Violence Prevention

<http://www.policies.vt.edu/5616.pdf>

University Policy 8010, Classification of Student Organizations

<http://www.policies.vt.edu/8010.pdf>

[Official list of student organizations: <https://gobblerconnect.vt.edu/organizations>]

University Policy 8215, Major Entertainment Sponsorship

<http://www.policies.vt.edu/8215.pdf>

University Policy 13010, Individual Conflicts of Interest and Commitment

<http://www.policies.vt.edu/13010.pdf>

Faculty Handbook

<http://www.provost.vt.edu/facultyhandbooks.php>

Hokie Handbook: Student Code of Conduct and University Policies for Student Life

www.hokiehandbook.vt.edu

Parking and Traffic Regulations, Virginia Tech Parking Services

www.parking.vt.edu



State Records Retention Schedule

<https://www.lib.vt.edu/urig/retention.html>

Virginia Tech Guidelines on Service Animals and Assistance/Support Animals

http://ssd.vt.edu/content/dam/ssd_vt_edu/assets/docs/VirginiaTechGuidelinesonServiceAnimalsandAssistanceSupportAnimals.pdf

6.0 Approval and Revisions

Update February 2, 2006 to title in Sections 2.4 and 2.9.11 from “Donaldson Brown” to “The Inn at Virginia Tech and Skelton Conference Center.”

- Revision 8
Section 2.5.1: Added entire section to address responsibility for event security.
Approved February 28, 2007 by Executive Vice President and Chief Operating Officer, James A. Hyatt.
- Revision 9
May 12, 2008: Updates to position titles and/or responsibilities due to university reorganization.
- Revision 10
Revised Section 2.9.12 for consistency with the new Policy 5005, Bicycle and Personal Transportation Devices.
Approved June 5, 2009 by Vice President for Administration, Sherwood G. Wilson.
- Revision 11
 - Significant revision to combine multiple sections, update to match other existing Policies, update scheduling authorities, add appropriate references and definitions, and streamline information.
 - Renamed “Student Centers and Activities” to “Student Engagement and Campus Life” throughout document.
 - Updates to Section 2.6.1 - Safety, Security and Health consolidated security information from Policy 8220 - *Security Requirements for Events Sponsored by Student Organizations*, and with concurrence from the Vice President for Student Affairs, eliminated Policy 8220.Approved July 30, 2015 by Vice President for Administration, Sherwood G. Wilson.
- Revision 12
 - Revised Sections 2.2, 2.3 and 2.4 to clearly define the responsibilities of university sponsors and scheduling offices.
 - Added Section 2.5, *Event Registration*, to define responsibilities associated with, and require use of, the central event registration system.
 - Added Section 3, *Procedures*, to provide basic instructions for non-university entities.
 - Replaced sections/language with reference documents/links for lists of:
 - university scheduling offices and timelines for commonly used venues;
 - venue specific guidelines for commonly used spaces; and
 - procedures, guidelines, and timelines for safety and security approvals.



Virginia Polytechnic Institute and State University

- Technical corrections to form names and website links.

Approved January 31, 2017 by Vice President for Administration, Sherwood G. Wilson.