



Residential Camps, Conferences, and Workshops

No. 5010

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Affected Parties:
Faculty
Staff
Other

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1.0 Purpose

This policy governs camps, conferences, and workshops where attendees will stay overnight in university or university-affiliated facilities. Events held at the Inn at Virginia Tech and Skelton Conference Center are excluded from this policy.

2.0 Policy

In accordance with University Policy 5000, University Facilities Usage and Event Approval (<http://www.policies.vt.edu/5000.pdf>), 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.

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 university makes its classroom, housing, athletic field, dining, and other facilities available, particularly during the summer months, to 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, must be for education, training, or other purposes consistent with the mission of the university.

All events must abide by the provisions in University Policy 5000, University Facilities Usage and Event Approval. For many residential programs, the Office of Housing and Residence Life's Conference and Guest Services will serve as the group's university sponsor. For Conference and Guest Services sponsored conferences, an appropriate per-person administrative fee may be charged and a contract will be required. The group will be contractually required to maintain responsibility for all record keeping associated with the meeting and must provide documentation required by University Policy 5000 to the university upon request.

University Policy 4815, Minors on Campus or Participating in University-Related Programs (<http://www.policies.vt.edu/4815.pdf>), applies to any event on campus involving non-Virginia Tech student participants under the age of 18 ("minors").



2.1 Facility Use Rates

Firm rates for each fiscal year will be developed for all camp, conference, and workshop activities by the university's Office of Budgeting and Financial Planning. These rates will be published no later than January 1 of each year.

A significant portion of residential camps and conferences are directed to summer youth programs officially associated with the university. These programs are considered to be a recruiting tool, to encourage an active interest in higher education generally, and in Virginia Tech, specifically. These types of programs usually qualify for a discounted camp/conference academic rate set by the university. The university reserves the right to determine which events will qualify for the discounted rate on an annual basis. Other camps/conferences will be charged the regular camp/conference rate.

Each camp, conference, and workshop may establish its own overall conference fees (to include facility use fees), but must disclose and/or publish upon request the actual rates charged for housing and dining services by the university. Event rates should be structured such that it is clear to all participants exactly what is being covered in the rate they are asked to pay.

For camps, conferences, and workshops associated with the university for which state funding exists, no accounts should be established within the Virginia Tech Foundation for the operation of the conference, as this could be construed as a misappropriation of state funds.

2.2 Operating Guidelines

All camps must abide by the following guidelines for their programs held on the Virginia Tech campus:

1. Residential and dining facilities are generally only available for sponsored activities following commencement at the end of spring semester and until the first weekend in August.
2. All residential youth summer camps and conferences must provide their own live-in adult supervision, comprised of individuals who meet the requirements of University Policy 4815.
3. If participants reside in residence halls, they must also purchase dining services from Dining Services throughout their stay.
4. All vending activities must be provided through the university vending, Virginia Tech Services, Inc. No outside independent vendors will be allowed.
5. All university sponsors must contact the Office of Risk Management to review appropriate and required insurance coverage for their program.
6. The university sponsor or Housing and Residence Life personnel must issue room keys to participants. For their personal safety, participants should safeguard these keys.
7. Final participant numbers for camp, and conference programs must be confirmed at least 72 hours prior to the start of the conference. Charges will be made for "no shows" once a number is confirmed.
8. The university sponsor and/or contracted external entity accepts responsibility for the condition of the facilities during the meeting and charges for any damages will be assessed back to the contracted group.



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9. Limited meeting space is available for camp, conference and workshop groups in the residence halls. Space is allocated on a first-arranged basis. No charge is made for the actual space. If setup (chairs, tables, microphones, etc.), monitoring or cleaning is provided, appropriate charges will be assessed.

3.0 Procedures

Procedures for requesting approval to hold residential activities are:

1. Groups or departments desiring university housing and/or dining services for camps, conferences, and workshops must submit a Camp/Conference Intent Form (https://www.housing.vt.edu/conference/Guests_planners/planners/intent_form.html) to the Office of Housing and Residence Life's Conference and Guest Services for consideration.
2. Once availability is confirmed, each group will be asked to complete a camp and conference contract. Once completed, this agreement serves as the official documentation of university sponsorship for external group events hosted by Conference and Guest Services.
3. More complete information relative to summer conference housing is available from the Office of Housing and Residence Life's website for Conference and Guest Services: <http://www.housing.vt.edu/conference/>.

4.0 Definitions

Camp/Conference/Workshop: includes but is 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.

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

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.

Sponsored Camp/Conference/Workshop: Events in which Conference and Guest Services or the Student Engagement and Campus Life Event Planning Office arranges a significant number of the conference details in conjunction with an outside (non-Virginia Tech) client.

5.0 References

University Policy 4815, Minors on Campus or Participating in University-Related Programs
<http://www.policies.vt.edu/4815.pdf>

University Policy 5000, University Facilities Usage and Event Approval
<http://www.policies.vt.edu/5000.pdf>



Useful Websites:

Conference and Guest Services

<http://www.housing.vt.edu/conference/>.

The Inn at Virginia Tech and Skelton Conference Center

<http://www.innatvirginiatech.com/>

6.0 Approval and Revisions

Approved May 15, 1990, by the Vice President for Student Affairs, Thomas G. Goodale.

- Revision 1

Section 2. Changed availability of facilities from three to two weeks prior to fall semester. Changed name from "What is Engineering" to "ASPIRE." Added Residential and Dining Programs personnel to item 4.

Approved June 14, 1999, by Assistant Vice President for Student Affairs, Edward F. Spencer,

- Revision 2

Section 2, Paragraph 1: Changed "one week after commencement" to "following commencement;" changed "until two weeks prior to the start of fall semester" to "the first weekend in August;" changed "Each conference must have a sponsor (faculty or staff member) from within the university" to "conferences can be hosted by an affiliated university organization as its sponsor or RDP can function as the group's on-campus sponsor."

Section 2, Paragraph 2: Changed "4-H Conference" to "4-H Congress;" removed "All Sports Camp;" removed remainder of paragraph and replace with language above.

Section 2, Paragraph 3: Replaced previous paragraph with new Section 2.1; #5 – changed "two weeks" to "72 hours;" #8 – added "upon request" after "pass along and/or publish;" #9 – added "Space is allocated on a first-arranged basis. No charge is made for the actual space" after first sentence; changed "is required" to "monitoring or cleaning is provided;" #10 – added the statement.

Section 3, #3: Added "Marketing and Conference Services' Coordinator for Conference and Guest Services" after "Residential and Dining Programs."

Section 4: Added the "RESIDENTIAL AND DINING PROGRAMS SPONSORED CONFERENCE" definition.

Approved May 3, 2002 by Vice President for Student Affairs, Landrum L. Cross.

- Revision 3

Renamed policy from "Summer Conferences." Added appropriate references to University Policies regarding facility use and minors (5000 and 4815, respectively). Removed references to



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facilities no longer in use and updated university office titles. Added exemptions for events at the Inn at Virginia Tech and Skelton Conference Center. Reorganized for clarity.

Approved January 26, 2017 by Vice President for Student Affairs, Patricia A. Perillo.