

War Memorial Chapel and Events
Student Engagement and Campus Life | Virginia Tech
 225 Squires Student Center (0138)
 Blacksburg, Virginia 24061
 phone: 540.231.6240 | fax: 540.231.5430
 chapel@vt.edu | www.campuslife.vt.edu/chapel

FORM ACCEPTED BY (office use only):	
DATE RECEIVED (office use only):	
EVENT ID # (office use only):	
RATE (office use only):	Choose an item.

Last Updated: 08/2016

War Memorial Chapel External Client Request Form - Page 1 of 3

Please Note:

War Memorial Chapel External Client Request Forms **may not be submitted less than 30 days prior to the event.** Forms must be filled out clearly and completely in order to be processed in a timely manner. **Please be aware, the War Memorial Chapel and Events Office will not hold dates and/or locations if this request form is incomplete.** Insurance is required for all external client events; please see the bottom of Page 2 for more information. Please feel free to contact the War Memorial Chapel and Events Office for more information. You can also find information on the Chapel webpage: <http://www.campuslife.vt.edu/chapel>

CONTACT SECTION:

1st Contact Name (Full Legal Name): _____
 Name you prefer to be called: _____
 Home #: _____ Cell #: _____
 Work #: _____ E-mail: _____

2nd Contact Name (Full Legal Name): _____
 Name you prefer to be called: _____
 Home #: _____ Cell #: _____
 Work #: _____ E-mail: _____

<i>Requested Date(s)*:</i>	<i>Client Setup Start Time Prior to Event:</i>	<i>Event Start Time:</i>	<i>End Time of Reservation:</i>
1 st :			
2 nd :			
3 rd :			

Requested Locations:

- War Memorial Chapel** [Includes Main Chapel Area, (2) Auxiliary Rooms, and the Chapel Plaza]
Rates: \$50 per hour
- War Memorial Chapel and War Memorial Chapel Court (Roof)** *Please see Page 2 for further questions.*
Rates: Add \$50 per day

Event Type: Specify: _____

Type of Gathering: Closed to specific Organization/Department/Group Open to VT Community and/or General Public

Size of Gathering:** _____ (approximate number of attendees)

****PLEASE NOTE:** Per the University Fire Code, the **maximum occupancy for the Chapel is 260 people, including participants.**

Would you like a member of our staff to contact you in regard to venue layout and sound needs? Yes No

Will the event involve open flames? Yes* No Unsure*

*If Yes, please check one: Candles Sterno Grills

Other (Please provide description) _____

*If yes, an Open Burn Permit Request Form must be submitted no later than **10 days prior** to the event (grills and sternos excluded). Campfire requests must be made no later than **30 days prior** to the event and require a University Security Form and a VT Rescue Squad Standby Notice.

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(Please answer the following questions for Chapel Roof Requests)

1. Will the event involve amplification? Yes* No Unsure*

*PLEASE NOTE: All event requests must follow the Amplification Policy set forth in University Policy 5000 section 2.7. If you are unsure of the policy, please see <http://www.policies.vt.edu/5000.pdf> or ask an Event Planning Advisor for details.

2. Would you like a referral to Production Services for lights/power/stage/sound? Yes* No

*If Student Engagement and Campus Life Production Services support is being requested, the Event Planning Office must make a referral at least 14 business days prior to your event. Production Services will contact you directly for an appointment. If you have any questions please call Student Engagement and Campus Life Production Services directly at (540) 231-3499 or send an email to: production@vt.edu.

3. Would you like to request any Student Engagement and Campus Life Equipment? Yes* No

*If Yes please check item and indicate quantity: 6' Folding Rectangular Tables (15 in stock) Chairs:

*There is no guarantee that the equipment requested will be available for your event. There is a rental fee for all equipment. Charges will be billed to the client requesting the event. **The client is responsible for the transport and return of all rented equipment.** Equipment not returned within the specified time will incur an additional fee.

4. Will the event require use of a tent? Yes* No Unsure*

If yes, what size? X

How many?

*PLEASE NOTE: For tents 900 sq. ft. or larger, or with expected capacity of 100+ occupants, a State Tent Permit will be required 30 days prior to your event. Please visit the following link for more information and/or to submit an application: <http://www.ubo.vt.edu/TentPermit.aspx>. Requestor is responsible for securing all tent permits. **PLEASE NOTE: Regardless of the tent size, if the tent will be staked into the ground, "Miss Utility" must be called 5 days prior to tent setup (800) 552-7001.**

Insurance is required for all external client events. Certificates of Insurance must have a minimum general liability coverage amount of \$500,000; the certificate must list "Virginia Polytechnic Institute and State University" and the "Commonwealth of Virginia" as certificate holders and additional insured; and the certificate must include the organization name, event type, event date(s) including rehearsals, and location(s) in the description area. Certificates of Insurance must be submitted no later than 14 days prior to the event. **If the certificate is not received by the War Memorial Chapel and Events office, the event cannot occur.**

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Note: The War Memorial Chapel and Events Office will contact you either by phone or email to let you know if the space(s), date(s), and time(s) you have requested are available. Once the reservation has been confirmed, we will send an Event Confirmation via email. *You will have two weeks to sign and date the Event Confirmation and return it to our office.* You will not have a confirmed reservation until your Event Confirmation is signed and returned.

Additional Client Notes:

- FOR OFFICE USE ONLY -

Bill-To Name: _____

Address: _____

City|State|ZIP: _____

Primary #: _____ E-mail: _____

Secondary #: _____

Office Staff Notes: