

War Memorial Chapel Scheduling Policies and Guidelines

Event Planning Office
Student Engagement and Campus Life
Virginia Tech
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Updated: 08/2015

1. The Chapel and its meeting rooms must be left clean after the meeting or service. If it is necessary for sponsors to move any furniture items, those items must be replaced in their proper locations at the end of the reservation. This includes, but is not limited to: podiums, chairs, extension cords, surge protectors, plants, etc. Since we schedule multiple meetings in the same day/evening, the next group to use the facility will expect it to be clean and in proper order. _____ (Initial)
2. All events must be sponsored or co-sponsored by an academic/administrative department or an officially registered Virginia Tech student organization in good standing with the University.
3. Reservations for scheduled events in War Memorial Chapel must be arranged with the the Event Planning Office at least two (2) weeks in advance and an authorized representative of the sponsoring organization or group must sign an Event Confirmation.
4. All event sponsors should obtain a copy of their Event Confirmation prior to their event. The event sponsor should have the copy of their approval form on-site at their event. A member of the organization must be present at all times.
5. The Event Planning Office reserves the right to make changes or adjustments to reservations. All attempts will be made to notify the client in advance if changes or adjustments are necessary. In all cases, an attempt to maintain a comparable and compatible alternative will be sought. _____ (Initial)
6. Sponsors distributing questionable materials may lose their reservation privileges for the remainder of the semester and are subject to sanctioning as deemed necessary by University administration.
7. If canceling any scheduled event, please notify the Event Planning Office at least 7 days in advance. Failure of an organization or individual to cancel a scheduled facility may result in full charges being billed to the event client. _____ (Initial)
8. The event is subject to the limitations of the times listed because other events may have been scheduled before or after the time allotted. If the event goes over the times listed, there will be additional charges. The Event Planning Office must approve any requested time changes in the facility at least 7 days prior to scheduled event. _____ (Initial)
9. University personnel with or without notification may disband any event that occurs without approval.
10. Decorating practices that damage the facility (ex: tape damage to floors or furniture) or are considered unsafe are prohibited. Please consult the Event Planning Office for decorating guidelines. Breakage or damage of furniture or other items must be reported to the Event Planning Office. The sponsoring organization or individual in charge shall assume cost of repair or extra cleaning. _____ (Initial)

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11. Sponsors must not attempt to service any equipment assigned by the Chapel unless given prior approval by their Event Planning Advisor. Examples include candelabras, lighting, or sound equipment. Smoking in the facility is strictly prohibited.
12. Pets are strictly prohibited in the Chapel and all University facilities.
13. Food and beverages inside the Chapel are allowed; however, the sponsoring organization must leave the area clean and free of garbage. _____ (Initial)
14. The Event Planning Office must first approve candles if needed for an event. In the case of these events, the sponsoring organization must submit a completed and approved open burn permit at least 14 days prior to the event or the sponsoring organization will not be allowed to use candles as per university fire code. All candles must be in an approved candleholder. The open burn permit can be obtained from the Event Planning Office, who will submit it to the appropriate office for the organization. Any organization with approval to have candles should keep the approved copy of the open burn permit with them during their event. Per university fire code, ***no lighted candles may be held in the hand***. A fee will be charged to the group should damage from candle wax occur. _____ (Initial)
15. All handicapped and non-handicapped accesses, ramps, and railings to buildings must remain unobstructed at all times.
16. Under no circumstances shall any private vehicles be parked in front of the chapel or on the Drillfield, unless previously approved by the Event Planning Advisor. Only then are the vehicles to be used for the loading and unloading of materials (flowers, sound equipment, etc.). All special events on campus that anticipate 50 or more outside visitors need to call Parking Services at 540-231-3200 to coordinate the parking requirements. This will assist in identifying the most appropriate parking location for event visitors and coordinate event-parking permits. This will help reduce the rate of conflicts with other parking customers on campus. _____ (Initial)
17. In consideration of these reservations, the sponsoring organization or individual in charge agrees to release the Event Planning Office and Virginia Tech from any and all claims and/or damages that may arise from or incident to this reservation agreement and the use of the facility including but not limited to any and all claims for personal injury or damage to property. The sponsoring organization or individual in charge further agrees to hold the Chapel and Virginia Tech harmless and indemnify the Chapel and Virginia Tech against all loss and damages arising from the use, misuse, or abuse of said facilities. This release agreement shall apply to the Chapel and Virginia Tech and all of their agents or employees. _____ (Initial)
18. Per university policy, all organized extra-curricular activities are prohibited beginning 48 hours prior to the onset of final exams and during the exam period. _____ (Initial)

I have read and understand all of the scheduling guidelines listed in this document; I understand the expectations, requirements, and standards of conduct my organization must adhere to in the War Memorial Chapel, on the War Memorial Chapel Patio, and on Memorial Court (the Chapel Roof); and I agree to follow the policies listed, as well as university, county, and local policies and laws.

Print Name: _____ Organization: _____

Signature: _____ Date: _____

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