

Special Events Policies and Guidelines

War Memorial Chapel Court (Roof)

War Memorial Chapel and Events
Student Engagement and Campus Life
Virginia Tech (0138)
Blacksburg, VA 24061
Phone: 540.231.6240 | Fax: 540.231.5430
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Requests

1. All Chapel Court (Roof) reservation requests must be submitted a minimum of two weeks prior to the date of the event. Any request submitted less than two weeks prior to the event may not be processed.
2. All events must be sponsored or co-sponsored by an academic/administrative department or a registered Virginia Tech student organization in good standing with the University. Please contact the War Memorial Chapel and Events Office for more information.
3. Non-University Affiliated Entities must be co-sponsored by a university-affiliated group and will be assessed a \$50/day Public Space reservation fee.
4. The War Memorial Chapel and Events 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, the attempt to maintain a comparable and compatible alternative will be sought.
5. If canceling any scheduled event, other than a wedding or similar event, please notify the War Memorial Chapel and Events Office at least 10 days in advance. Failure of an organization or individual to cancel within the allotted timeframe will result in the full charges being billed for the scheduled event. Weddings and similar events must be canceled 60 days in advance or total charges will be billed.
6. The event is subject to the limitations of the times listed in the event confirmation 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 War Memorial Chapel and Events Office must approve any requested time changes at least two weeks prior to the scheduled event.
7. All clients should obtain a copy of their approval notice prior to their event. The client should have the copy of their approval form on-site at their event. ***A member of the organization must be present at all times.***
8. University personnel, with or without notification, may disband any event that occurs without approval. Failure to maintain the event within the time and location assigned may result in the approval being revoked.
9. Public Space approvals are as requested, unless otherwise noted, and are held "rain or shine." Inclement weather does not cancel or postpone your event approval. However, severe weather may prevent use of rented equipment.
10. No public space reservation is to exceed three consecutive days.
11. Clients 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.
12. Participant access to academic, administrative or residence hall buildings should be limited when holding a public space event in the vicinity.
13. Any advertising, sales and solicitation is prohibited on the Chapel Court (Roof).
14. Public space events are NOT permitted on pedestrian walkways or pathways. All handicapped and non-handicapped accesses, ramps and railings to buildings must remain unobstructed at all times.
15. Public Space approvals are subject to any applicable local, state or national laws and university policies.

Amplification

16. Amplification is defined as "disruptive sound," regardless of whether natural, artificial or electronically enhanced.
17. Amplification may only occur between 5 p.m. and 9:30 p.m., Monday through Friday, between 11 a.m. and 10 p.m. on Saturday, and between noon and 9:30 p.m. on Sunday.

Virginia Tech does not discriminate against employees, students, or applicants on the basis of race, color, sex, sexual orientation, disability, age, veteran status, national origin, religion, or political affiliation. Anyone having questions concerning discrimination should contact the Office for Equal Opportunity.



Equipment

18. The War Memorial Chapel and Events Office must first approve candles and other special materials. In the case of all events, except weddings and similar events, the sponsoring organization must submit a completed open burning permit [application](#) at least 10 days prior to the event or the reservation will be cancelled as per university fire code. All candles must be in an approved candleholder. No lighted candles may be held in the hand. There is a fine for candle wax damage. Candlelight services or vigils are only permitted on the grassy areas around the Memorial and are not permitted on any exterior stone or concrete surface. Anyone violating this rule will be responsible for damages and any cleanup costs. For more information, please see [University Policy 5000](#).
19. Tables and chairs can be rented through the War Memorial Chapel and Events Office. Please contact us for more information.
20. Production equipment (lighting and sound equipment) can be rented for some University sponsored public space events. Please contact the War Memorial Chapel and Events Office and let us know if production equipment is desired.

Parking

21. All special events on campus that anticipate 50 or more outside visitors need to call Parking Services at 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.

Cleaning, Damages and Liability

22. In consideration of these reservations, the sponsoring organization or individual in charge agrees to release the War Memorial Chapel and Events 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 War Memorial Chapel and Events Office and Virginia Tech harmless and indemnify the War Memorial Chapel and Events Office 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.
23. Clients are responsible for removing any and all trash following their event.
24. Clients should leave grounds as found, if not better.
25. Damages to any grounds and/or facilities are to be repaired by University personnel only and all costs associated with such repair will be billed directly to the sponsoring organization/department.

Demonstrations

26. Please contact the War Memorial Chapel and Events Office to discuss appropriate demonstration options on War Memorial Court.

Turf and Vehicular Restrictions

27. Motorized vehicles may not be operated on public space areas. Operation of vehicles of any kind on or over lawn or planted areas and walkways is prohibited. Exceptions are made for state, service and emergency vehicles. Permits for additional exceptions may be requested from Parking Services: 540.231.3200.
28. The use of drones is prohibited on Virginia Tech property per [University Policy 5000](#), section 2.6.4.4. Requests for exemptions will be denied. Anyone attempting to use a drone will be asked to put it away.

Exam Periods and Extra-Curricular Activities

29. All extra-curricular activities are prohibited beginning 48 hours prior to the onset of final exams and during the exam period.

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