

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

Form Accepted By <i>(office use only)</i> :	
Date Received <i>(office use only)</i> :	
Event ID # <i>(office use only)</i> :	

*Last Updated: 08/2016*

## Special Events Public Space Request Form - Page 1 of 3

**Please Note:**

Due to a necessary authorization process, **Public Space Requests submitted less than 30 days in advance may not be approved.** Forms must be filled out clearly and completely in order to be processed in a timely manner. Events involving Open Flames, Food, Tents, and/or Larger Gatherings require additional approval time (30 days or more). **Please be aware, the War Memorial Chapel and Events Office will not hold dates and/or locations if the Special Events Request Form is incomplete or missing the appropriate signature.** If an item does not pertain to your event, please write N/A in the space allowed or ask an event planner for assistance. Insurance is required for all weddings and special 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 more information on our website:

<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: \_\_\_\_\_  
University Affiliation (Please check one):  Student  Alumni  Faculty/Staff  Other

**2nd Contact Name** (Full Legal Name): \_\_\_\_\_  
 Name you prefer to be called: \_\_\_\_\_  
 Home #: \_\_\_\_\_ Cell #: \_\_\_\_\_  
 Work #: \_\_\_\_\_ E-mail: \_\_\_\_\_  
University Affiliation (Please check one):  Student  Alumni  Faculty/Staff  Other

**Requested Dates/Times:**

Requested Date(s*):	Setup Start Time Prior to Event:	Event Start Time:	Breakdown/Cleanup Completion Time after Event:
1st:			
2nd:			
3rd:			

\* PLEASE NOTE: If event involves amplification, the request must follow the University Amplification Policy.

Please see <http://www.policies.vt.edu/5000.pdf> or ask your Event Planner for details.

**Requested Locations:**

Special Events Package 1 (Amphitheater, Field, and Gazebo): \$150  
 Special Events Package 2 (Amphitheater and Field): \$100  
 Gazebo Only: \$50

**Event Type:**  Meal/Reception  Other ( 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: If you are expecting 300 or more attendees a University Security Form must be submitted 30 days prior to your event. If you are expecting 500 or more attendees, a VT Rescue Squad Standby Notice will be submitted 30 days prior to your event by the War Memorial Chapel Events Office.

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.



# Special Events Public Space Request Form - Page 2 of 3

1. Will food or drinks be served?  Yes\*  No  Unsure\*

\*If Yes, what kind (ex: pizza, catered, bake sale, etc.):  Will the food/drink be for everyone at the event?  Yes\*  No

\*PLEASE NOTE: If Yes, a Temporary Restaurant Permit may be required 10 days prior to your event. Any questions should be directed to Rebecca Morris at the Montgomery County Environmental Health Department (540) 381-7114 (ext 117) or Greg Corell [greg.corell@vdh.virginia.gov](mailto:greg.corell@vdh.virginia.gov). Requestor is responsible for securing all necessary food permits directly through the Montgomery County Environmental Health Department.

2. Will alcoholic beverages be served?  Yes\*  No  Unsure\*

\*If yes, an Alcohol Beverage Request Form must be submitted no later than 30 days prior to your event and proof of ABC Licensure will be required (can take 30 days to process and must be submitted with the Alcohol Beverage Request Form). Also, a University Security Form must be submitted no later than 30 days prior to your event. For more information, please see University Policy 1015 <http://www.policies.vt.edu/1015.pdf>

3. 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.**

4. Will the event involve "high-risk" activities?  Yes\*  No  Unsure\*

\*If Yes/Unsure, please check applicable boxes and Special Events Staff will be in touch to discuss mandatory requirements:

Sports  Fireworks  Inflatables  Carnival Rides/Games  Large Attendee Number  
 Other (Please provide description) \_\_\_\_\_

\*PLEASE NOTE: Additional forms may be necessary 10-30 days prior to event. Please contact War Memorial Chapel and Events for more information.

5. Will the event involve open flames?  Yes\*  No  Unsure\*

\*If Yes, please check one:

Candles  Sterno  Campfire  Grills (Permanent campus grill?  Yes  No)  
 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.

6. Will minors (persons under the age of 18) be participants in this event?  Yes\*  No  Unsure\*

\*PLEASE NOTE: If minors, persons under the age of 18, will be participants in this event, you must comply with University Policy 4815. Please visit the following link for more information: <http://www.policies.vt.edu/4815>

7. Will the event involve motorized vehicles on grass or plaza areas?  Yes\*  No  Unsure\*

\*If Yes, please explain: \_\_\_\_\_

\*PLEASE NOTE: Requestor is responsible for securing all necessary turf/parking permits directly through Parking Services (540) 231-3200.

8. 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.

9. 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](mailto:production@vt.edu)

10. 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.

Insurance is required for all weddings and similar 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.**

# Special Events Public Space Request Form - Page 3 of 3

**Additional Client Notes:**

**- FOR OFFICE USE ONLY -**

**Bill-To Name:** \_\_\_\_\_

Address: \_\_\_\_\_

City|State|ZIP: \_\_\_\_\_

Primary #: \_\_\_\_\_

E-mail: \_\_\_\_\_

Secondary #: \_\_\_\_\_

**Office Staff Notes:**

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