

Special Events

Scheduling Policies and Guidelines

War Memorial Chapel

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War Memorial Chapel and Events
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Please review the following Special Events Scheduling Policies and Guidelines. Please initial in the shaded spaces throughout the document, and sign and date at the end of document. This document must be submitted with your signed confirmation and deposit.

1. [] A reservation will remain tentative until the War Memorial Chapel and Events Office receives a \$150 non-refundable deposit, a signed contract, and an initialed and signed copy of the “Special Events Scheduling Policies and Guidelines”. The bill-to person must sign the contract. The War Memorial Chapel and Events Office must receive these items before the tentative reservation expires.
2. A tentative reservation may be kept for a maximum of two weeks.
3. [] 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 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.**
4. Clients must inform the War Memorial Chapel and Events Office of all equipment needs and day-of details no later than two business days prior to the event.
5. 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.
6. [] If canceling your reservation, please notify the War Memorial Chapel and Events Office at least 60 days in advance. Failure of an individual to cancel a scheduled facility reservation by this time will result in total charges being billed.
7. The maximum capacity of the Chapel is 260 persons, including event participants and vendors. Please be advised that due to Virginia Tech Fire Code, guests in excess of this limit will not be allowed entry.
8. [] The event is subject to limitations of the times confirmed. If the event goes beyond the times listed there will be additional charges. Please advise all vendors (florist, decorator, photographer, videographer, coordinator, etc.) of the time the reservation begins. **No one will be allowed entry before the scheduled time, including but not limited to participants, family members, vendors, etc.** The War Memorial Chapel and Events Office must approve any requested time changes in the facility at least two weeks prior to the scheduled event.
9. University personnel, with or without notification, may disband any event that occurs without approval.
10. The use of drones is prohibited on Virginia Tech property per University Policy 5000, section 2.6.4.4: <http://www.policies.vt.edu/5000.pdf>. Requests for exemptions will be denied. Anyone attempting to use a drone will be asked to put it away.
11. Decorating practices that damage the facility (ex: tape damage to floors or furniture) or are considered unsafe are prohibited. Please consult the War Memorial Chapel and Events Office for decorating guidelines. Breakage or damage of furniture or to facility must be reported to War Memorial Chapel and Events staff. The client shall assume cost of repair or extra cleaning. Aisle runners may not be used in the Chapel.

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12. _____ Rice, birdseed, and other tossed products are strictly prohibited on Chapel grounds. The only exception to this is flower petals, which must be contained indoors. However, bubbles may be used outside.
13. Clients must not attempt to service any equipment assigned by the War Memorial Chapel and Events Office unless given prior approval by the War Memorial Chapel and Events Coordinator. Examples include candelabra, lighting, or sound equipment.
14. If it is necessary for clients to move any furniture items, they should be replaced in their proper locations at the end of the reservation. Special set-ups of furniture or equipment must be arranged with War Memorial Chapel and Events staff when reservations are made.
15. _____ Please ensure that any items brought into the Chapel by guests, vendors, or participants, are either disposed of properly or taken with your group by the end of your reservation time. Other groups who use the Chapel will expect it to be clean and in proper order.
16. Smoking is strictly prohibited inside the facility and within 25 feet of the exterior doors.
17. _____ Pets are strictly prohibited inside the Chapel.
18. Food and beverages are only allowed inside the Chapel with prior approval from the War Memorial Chapel and Events Office. The client must leave area clean and free of garbage.
19. The War Memorial Chapel and Events Office must approve outside candles and other special materials. All candles must be in an approved candleholder. No lit candles may be held in the hand.
20. _____ Under no circumstances shall any private vehicles be on the Drillfield path in front of the Chapel or on the Drillfield, unless previously approved by the War Memorial Chapel and Events. Even with approval, vehicles are to be used for the loading and unloading of materials (flowers, sound equipment, etc.).
21. All ADA and non-ADA accesses, ramps, and railings to buildings must remain unobstructed at all times.
22. Participant access to academic and administrative buildings should be limited when holding an event in the vicinity.
23. _____ In most cases, total charges will be due prior to your event. If charges are added after an event has occurred, for example when using Production Services, billing is done through the University Bursar. It is your responsibility to update all addresses with the War Memorial Chapel and Events Staff. Failure to update your address and billing address may result in additional charges from the University.
24. In consideration of these reservations, the client 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 War Memorial Chapel and Events Office and Virginia Tech and all of their agents or employees.
25. _____ An experienced coordinator is required for all weddings and similar events. The Chapel Staff can perform this function for a fee of \$150. If you choose to opt out of having Chapel Staff coordinate, you agree to find someone else to fill this role. The coordinator cues the musicians, lines up the participants, signals attendants when to walk down aisle, coordinates with the officiant and photographer, and coordinates the rehearsal and the ceremony. *This person cannot be the officiant or anyone who is a part of the processional.* If the coordinator is not able to fulfill the role described above, Chapel Staff will step in and the \$150 fee will be assessed.

Client Signature: _____ Date: _____

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