

War Memorial Chapel

Scheduling Policies and Guidelines

External Clients

Last Updated: 08/2016

War Memorial Chapel and Events
Student Engagement and Campus Life
Virginia Tech (0138)
Blacksburg, VA 24061
Phone: 540.231.6240 | Fax: 540.231.5430
chapel@vt.edu | www.campuslife.vt.edu/chapel

1. External client Chapel reservations may not be made more than 30 days prior to the event.
2. A tentative reservation may be kept for a maximum of two weeks.
3. A confirmed reservation occurs upon receipt of a signed contract. The bill-to person must sign the contract. The War Memorial Chapel and Events Office must receive the contract before the tentative reservation expires.
4. Clients must inform the War Memorial Chapel and Events Office of all equipment needs and day-of details no later than two weeks 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 7 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 because other events may have been scheduled before or after the time allotted. 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.** 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 Chapel and its meeting rooms must be left clean after the meeting or service. If it is necessary for clients 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.
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.
12. 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, but are not limited to candelabra, lighting, or sound equipment.

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13. Please ensure that any items brought into the Chapel by guests, vendors, or wedding party, are either disposed of properly or taken with your group when you leave. Other groups who use the Chapel will expect it to be clean and in proper order.
14. Smoking is strictly prohibited.
15. With the exception of ADA purposes, pets are strictly prohibited in the Chapel and in all University facilities.
16. Food and beverages are allowed inside the Chapel. However, the client must leave area clean and free of garbage.
17. 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.
18. 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.
19. Under no circumstances shall any private vehicles be parked in front of the chapel or on the Drillfield, unless previously approved by the War Memorial Chapel and Events Coordinator. Even with approval, vehicles are 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 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 also help reduce the rate of conflicts with other parking customers on campus.
20. All handicapped and non-handicapped accesses, ramps, and railings to buildings must remain unobstructed at all times.
21. Participant access to academic and administrative buildings should be limited when holding an event in the vicinity.
22. It is your responsibility to update all addresses with the War Memorial Chapel and Events Staff. Billing is done through the University Bursar. Failure to update your address and billing address may result in additional charges from the University.
23. 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.

I have read and understand all of the scheduling guidelines listed in this document; I understand the expectations, requirements, and standards of conduct that 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: _____ Sponsoring Org: _____

Signature: _____ Date: _____

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