

Special Events

Scheduling Policies and Guidelines

Public Space

War Memorial Chapel and Events
Student Engagement and Campus Life
Virginia Tech (0138)
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Please review the following Special Events Scheduling Policies and Guidelines. Please sign and date at the end of document. This document must be submitted with your signed confirmation.

The War Memorial Chapel and Events Office is a centralized processing point for weddings and special events in public spaces scheduled by Student Engagement and Campus Life. Due to a necessary authorization process, public space requests submitted less than ten days in advance may not be processed. Events involving Open Flames, Food, Tents, and/or Larger Gatherings will require additional approval time. In addition, forms filled out improperly or incompletely will not be processed.

1. A tentative reservation may be kept for a maximum of two weeks.
2. 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.
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. Public space reservations may not exceed five locations in one day.
5. Public space reservations may not exceed three days in one week per location (consecutive or otherwise) without special permission from the War Memorial Chapel and Events Office.
6. Clients will obtain a copy of their confirmation prior to their event. Clients should have the copy of their approval form on-site at their event. Any event that occurs without approval may be disbanded by University personnel with or without notification. Failure to maintain the event within the time and location assigned may result in the approval being revoked.
7. 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. In some cases, however, severe weather may prevent use of rented equipment.
8. 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.
9. Public Space approvals are subject to any applicable local, state or national laws and university policies. The regulations set forth in this document are intended to be supplemented by all applicable University regulations including those contained in the Hokie Handbook (<http://www.hokiehandbook.vt.edu>).
10. Public Space reservations must be cancelled no later than 10 business days prior to the event date. Cancellations must be received via email: chapel@vt.edu. If events are not cancelled within 10 business days, full charges will be billed.

Public Space List of Deadlines

All Public Space Requests require ten days minimum notice excluding the following*:

1. Open Burn Permit (10 days) – unless request is for a bonfire, which requires 30 days for additional VTPD and VTRS paperwork (bonfires also necessitate event specific insurance)
2. Event Specific Insurance (14 days) – mandatory for any physical or high risk activity
3. Food Permit (15 days) – bake sales and "closed to public" events are exceptions
4. VTPD - Security Form (30 days) – mandatory for large events, high-risk activities, etc.
5. VTRS - Rescue Squad (30 days) – mandatory for large events, high-risk activities, etc. (VTRS Form is filled out and turned in by the event planner)
6. Alcohol (30 days) – must turn in a request to the state ABC board 30 days in advance of university forms being processed (potential of 60 days total processing time). Also requires VTPD and VTRS paperwork
7. Tents (30 days) – mandatory if tent is 900 sq ft. or larger
8. High-Risk Activities (30 days) – Event specific insurance is needed as well as VTPD and VTRS paperwork

*Please turn in the additional forms needed for your event when you turn in the Request Form. If you have questions, please contact the War Memorial Chapel and 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.



Public Space Amplification

Amplification is defined as “disruptive sound,” regardless of whether natural, artificial or electronically enhanced. Amplification must be maintained at a reasonable level as determined by onsite Student Engagement and Campus Life personnel and/or the Virginia Tech Police Department. If a client is asked to lower the sound level, they must do so immediately and without question. Failure to do so will result in event cancellation. Blacksburg’s town noise ordinance will be considered when approving events with amplification near town property.

- Amplification in or around academic buildings is permitted during the following hours:
 - Monday through Friday amplification is allowed between the hours of 5pm and 9:30pm
 - Saturday amplification is allowed between the hours of 10am and 10pm
 - Sunday amplification is allowed between the hours of noon and 9:30pm
- Amplification in or around residence halls is permitted during the following hours:
 - Sunday through Thursday amplification is not allowed
 - Friday amplification is allowed between the hours of 5pm and 10pm
 - Saturday amplification is allowed between the hours of 11am and 10pm

If a client would like to request that Student Engagement and Campus Life Production Services Office provide production assistance for their event, a referral will be made by the War Memorial Chapel and Events Office. Requests should be made as soon as possible (or at least 14 days in advance) due to limited production equipment.

Cleaning and Damages

Clients are responsible for removing any and all trash following their event. The grounds should be left as found, if not better. 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 client. Additional trash/recycle bins are available at no additional cost to event sponsor by request.

Equipment

Outdoor equipment may be requested for public space events. The client is responsible for the transport, set-up, and return of all rented equipment. A picture ID will be retained at the Squires Student Center Welcome Desk while the equipment is out of the building. There is a rental fee for all equipment. Charges will be billed to the client. Equipment not returned within the specified time will incur an additional fee.

Turf Permits and Parking Passes

Clients should contact Parking Services directly to request Turf Permits and Parking Passes at (540) 231-3200. There is a \$50 fee associated with each Turf Permit. Please note that due to extreme grounds damage in prior years, Turf Permit requests on the Drillfield are rarely granted.

Unaffiliated Clients

Unaffiliated clients must be co-sponsored by a registered student organization or a university department to host an event on campus. All unaffiliated entities (including weddings and similar events) will be assessed a \$50 per day per location Public Space processing fee.

Client Signature: _____ Date: _____