

Event Services

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STUDENT AFFAIRS
STUDENT ENGAGEMENT
AND CAMPUS LIFE
VIRGINIA TECH.

A-Frame Reservation Guidelines

Request Guidelines

- A-Frame space is for the use of registered student organizations and University departments only. The individual making the reservation must be an Authorized Contact for the requesting group.
- A-Frame reservations are made for a minimum of one-week. All reservations begin on Tuesday and end on Monday.
- The maximum display time is two consecutive weeks with no more than two locations at one time. There must be at least one week with no A-Frame reservations in between each reservation.
- Only one A-Frame may be present in the same location advertising the same event.
- Prior to displaying the A-Frame, the sponsor should receive a copy of their reservation confirmation. If any A-Frame is displayed without approval or A-Frame Reservation Guidelines are violated, the A-Frame will be removed and a fee of \$15.00 per A-Frame will be charged directly to the sponsoring organization/department.

Policies for A-Frame Boards and Advertisements

- A-Frame boards should be no larger than 3 feet wide x 5 feet tall.
- All A-Frames must be set up and removed by the sponsoring organization/department.
- A-Frames may only advertise confirmed and approved events and/or functions sponsored by officially registered student organizations or University departments.
- The name of the sponsoring organization/department must appear prominently on the A-Frame, along with the date, time, and location of the event being advertised.
- A-Frames must be placed a minimum of 10 feet from any entrance or doorway and cannot be placed on pedestrian walkways or pathways.
- Student Engagement and Campus Life and Virginia Tech will not assume liability for any lost or damaged A-Frames.

A-Frame Rentals:

- Student Engagement and Campus Life has an inventory of eight 24" x 36" A-Frames available for rent to student organization/departments. These can be requested through the Event Services at the time of reservation.
- A-Frame prints can be printed at Hokie Print on the first floor of Squires on vinyl or paper. Prints can also be mounted on foam core through Hokie Print for a small fee (foam core must be self-provided). Prints not mounted on foam core must be vinyl or laminated paper.
- All A-Frame prints must be secured to the frame using Student Engagement and Campus Life provided Velcro. No tape permitted. Velcro will be provided at the time of pick up.
- All A-Frames must be picked up from Loading Dock B at Squires Student Center between 8:00am-10:00am on the reservation begin date. A-Frames cannot be picked up in advance.
- All A-Frames must be returned to Loading Dock B at Squires Student Center before building close on the reservation end date. A-Frames will be charged per day fee for each day it is late.
- The sponsoring organization/department is responsible for replacement at a cost of \$50 per A-Frame should it be lost/stolen or damaged beyond repair.

Locations:

Dietrick Porch

McBryde Hall

Pamplin Hall

West End Dining Hall

Johnston Student Center

Newman Library

Squires Student Center

Lavery Hall

Owens Food Court

War Memorial Gym

All University Policies for advertising apply to A-Frames which can be found at <http://www.policies.vt.edu>

Last Updated:
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