Duckpond Guidelines – Weddings

A tentative reservation may be kept for a maximum of two weeks.

A confirmed reservation occurs upon receipt of a signed contract. The bill-to person must sign the contract. Event Services must receive the contract before the tentative reservation expires.

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 21 days prior to the event. If the certificate is not received by the Event Planning Office, the event cannot occur.

Campus Common Space reservations may not exceed 3 locations in one day. Campus Common Space reservations may not exceed three days in one week per location (consecutive or otherwise) without special permission from the Event Planning Office.

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.

Campus Common 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.

Campus Common 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.

Campus Common 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).

Campus Common Space reservations must be cancelled no later than 14 business days prior to the event date. Cancellations must be received via email: chapel@vt.edu. If events are not cancelled within 14 business days, full charges will be billed.

The Event Services 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.

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. Event Services must approve any requested time changes at least 10 business days prior to the scheduled event.

University personnel, with or without notification, may disband any event that occurs without approval.
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.

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.

Outdoor equipment may be requested for Campus Common Space events. The client is responsible for the transport, set-up, and return of all rented equipment. 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.

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.

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. Amplification is not allowed Sunday through Thursday. Friday amplification is allowed between the hours of 5 - 10 p.m. Saturday amplification is allowed between the hours of 11 a.m. and 10 p.m.

I have read and understand all of the scheduling guidelines listed in this document; I understand the expectations, requirements, and standards of conduct my organization 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.

Signature of Authorized Contact: ____________________________________________ Date: ________________________________