
Subject: University Facilities Usage and Event Approval

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1. Purpose

This policy was developed to ensure the effective utilization of Virginia Polytechnic Institute and State University facilities including academic spaces and non-academic spaces. Both the rules and regulations for the approval and use of university facilities and the rules and regulations that govern activities sponsored by registered student organizations, university departments, university-associated organizations and non-university groups or organizations are included.

1.1 Policy Review

In April 1994 all administrative policies relating to the use of university facilities were reviewed. The policies were reformatted into one overall policy. This revision was done to streamline the management of policies related to facility use and event approval and to facilitate ease of use for individuals seeking access to university facilities.

2. Policy

University facilities are to be used in a manner consistent with their intended purpose. Priority of use must be given to those activities related to the academic, residential, cultural, and recreational programs of the university. The facilities must be used in a safe, professional manner so as not to endanger the university community or the general public. The university may restrict access to land and buildings to protect individuals, property and equipment.

Any person utilizing a university facility who engages in unlawful or disruptive conduct or violates university policy may be asked by a university official to leave the property. Failure to comply with such requests and failure to abide by regulations governing the use of university facilities constitute trespassing under Virginia state law and may lead to disciplinary action and/or arrest. The university is not obligated to tolerate events that interfere with any lawful mission, process, or function of the institution. Request for approval of events may be denied if they pose a clear and present danger to university students, employees and facility users. Refer to *College and University Law*, 1972.

The facilities of the university are intended for the use of its students, faculty, staff, and invited guests participating in university-approved programs or activities, sponsored by or under the direction of the university or one of its related agencies or approved organizations. Use of university facilities by the public is restricted to those activities in which the public interest is readily and safely accommodated and that do not conflict with university program needs and schedules.

It is the policy of Virginia Tech to make its programs and services accessible to every qualified person without discrimination on the basis of disability. For more information on accessibility, refer to *A Guidebook for Achieving Accessible Programs*, *The Americans with Disabilities Act and Employment: An Employer's Manual*, and *College Students with Disabilities: A Resource for Faculty and Staff*.

It is the policy of the university to permit state employee associations and university faculty and staff associations to use university meeting rooms, where the time, place and nature of the use do not interfere with the conduct of university business, do not violate any laws, leases, or other contracts, and are compatible with the safety and security of the particular facility and mission of the university. The use of university-owned or leased meeting rooms must be related to the university and state employee association's role in providing programs and services of general benefit to employees within the context of their employment. All applicable fees for use will apply.

2.1 Policy Oversight

2.1.1 Non-Student Sponsored Events

The Vice President for Administrative Services has the responsibility to implement policies for approval of events on campus other than events sponsored by student organizations.

2.1.2 Student Sponsored Events

The Commission on Student Affairs (CSA) is charged with the task of approving events sponsored by student organizations on campus. In January 1981, University Council transferred from the CSA to the Office of the Vice President for Student Affairs and other administrative offices the power to approve events sponsored by student organizations on campus, subject to appeal to the CSA. The responsibility for management of the event approval process has been delegated to the Event Planning Office under University Unions and Student Activities (UUSA). The staff of the UUSA Event Planning Office will coordinate scheduling with those offices that have been delegated responsibility for specific facilities.

2.2 Request To Use Facilities

Use of a facility must be scheduled and approved prior to the event. Request for scheduling should be directed to the authorized delegate (see Section 2.4). Requests for non-academic use of academic buildings and of university grounds are to be directed to the UUSA Event Planning Office. The staff of this office will coordinate approval with those offices that have been delegated responsibility for specific facilities. Student organizations must be registered before they can schedule facilities (see Policy 8000).

2.3 Request For Event Approval

The Organizations must have approval from the university to hold an event or activity. The sponsor of the event must reserve space to hold the event. Request for space also serves as a request to hold the event. Confirmation of space implies that the event has been approved. If additional information or approval is needed, the scheduling office will refer the sponsor to the UUSA Event Planning Office. Before approval is finalized, the sponsor may be required to provide additional information (such as proof of insurance or a signed contract) or meet other stipulations. Events are not approved unless the sponsor has received written confirmation. Registered student organizations may sponsor activities on campus without additional approval when these events are open only to the organization's membership and invited guests. Approval of events must be obtained when the event is open to non-members, when an admission fee is charged, or a contribution is solicited.

2.4 Responsibility For Facility Usage

The Vice President for Administrative Services has delegated the general responsibility for scheduling of university facilities to the following departments. Contact the appropriate office for any specific information concerning usage of that facility.

<u>Facility/Space</u>	<u>Scheduling Office</u>
Academic Classrooms	University Registrar (classrooms and auditoriums)
Athletic Facilities	Athletic Department Facilities and Scheduling Manager
The Inn at Virginia Tech and Skelton Conference Center	The Inn at Virginia Tech and Skelton Conference Center Space Reservationist
Off-Campus Research Facilities:	
In Montgomery County	Director of the Program served by the facility
Outside of Montgomery County	Jointly to the Director or superintendent of the facility and the Director of the program served by the facility
On Campus Public Space	UUSA Event Planning Office (includes atriums, foyers, and outdoor spaces)
Recreational Sports Facilities	Recreational Sports Facilities Manager
Residential And Dining Space	Assistant Vice President for Student Affairs and Director of Residential and Dining Programs (includes residence halls, Special Purpose Housing, and dining halls)
Student Activities Facilities	UUSA Event Planning Office (includes Squires, Johnston Student Center, and other student activity facilities)

2.5 Responsibility for Approval of Events

All events must have a sponsor from the university. The sponsor may be a registered student organization, a university department or a university-associated organization. Non-university groups or organizations must have a university sponsor to hold an event. The scheduling office will approve the event or refer the sponsor to the appropriate office for approval.

2.5.1 Security at Events

The appropriate scheduling office will notify the Virginia Tech Police of events occurring in their facility/space. Notification should be made 30 days from the scheduled event date to ensure adequate security and compliance with University policy. The Virginia Tech Police Department is responsible for determining the appropriate security for events. Should it be determined that security is required for the event, the Virginia Tech Police Department will provide security; any additional costs for security will be paid by the organization sponsoring the event and must be paid prior to the event. Utilization of security agencies outside of the Virginia Tech Police Department is not permitted without the authorization of the Director of Security and Chief of Police.

2.6 Charges for Use of University Facilities

Actual rate schedules are developed by the Controller's Office and reviewed by the Budget Office in consultation with the unit responsible for the facility used. Facility use rate schedules will be provided to the UUSA Event Planning Office and regularly updated. Contact the UUSA Event Planning Office for rates based on user groups.

2.7 General Rules for Events and Use of University Facilities

The following are rules for the use of university facilities and any event held on campus:

1. Users of the facilities must comply with all applicable health and safety regulations. The university cannot assume liability for possible injury to persons or property resulting from use of a facility or event.
2. The possession and use of alcoholic beverages is regulated by Policy 1015, Alcohol Policy.
3. Smoking at events will be governed by Policy 1010, Policy on Smoking.
4. All trash and equipment utilized during the activity must be removed. Sponsoring organizations will be charged actual costs of repair and restoration caused by events or activities.
5. Activities must be situated such as to not impede or block the normal flow of traffic.
6. No activities may be scheduled 48 hours before or during scheduled exams.
7. Vehicles must remain on roadways and park only where legally permitted.
8. Pets are not permitted in university buildings except in special cases, such as seeing-eye dogs, and must be attended by the owner.
9. Overnight utilization of university facilities by groups or individuals will not be permitted without prior authorization.
10. Amplification is not allowed in campus public spaces between 8 a.m. and 5 p.m. Monday through Friday.
11. Events planned between 8 a.m. and 5 p.m. Monday through Friday in and around academic buildings will not be approved for amplified sound. Amplification in academic building may only be used between 5 p.m. and 9:30 p.m. Monday through Friday, between 10 a.m. and 10 p.m. Saturday and between noon and 9:30 p.m. Sunday.
12. Amplification in or around residence halls is not permitted during the week days or Sunday. Events utilizing amplification shall normally be restricted to 11 a.m. to 10 p.m. on Saturdays and from 5 p.m. to 10 p.m. on Fridays.
13. Aerial displays may not be supported by use of university grounds, facilities or resources. These include but are not limited to banners, parachuting, military fly-overs, leaflet drops, hot air balloons and helicopter activity. Certain aerial displays may be approved by the airport at the discretion of the airport manager in accordance with federal and state aviation regulations.

14. With the exception of State Police and emergency rescue helicopters, all helicopters coming to campus must use the Virginia Tech Airport.
15. Prior to setting up, the manager of dining halls must be consulted in regard to placement of tables for an activity. The University does not supply these tables.
16. All sales (i.e., food, T-shirts, posters, etc.) must be sponsored by a university organization and are regulated by Policy 5205, Sales and Solicitation on Campus.
17. Notice of university events may be posted in accordance with Policy 5210, Advertising on Campus.
18. If an activity in an academic building is planned to take place after the closing time of the building, the dean or director in charge of the building must approve the request to use the facility. If approved, a notice is sent to the Virginia Tech Police to notify that department of the after-hours use. Additional charges may be assessed for security, cleaning, etc.
19. Use of specific site locations, such as the Drill Field, dining halls, residence halls, academic buildings, Library Plaza, War Memorial Chapel, Recreational Sports facilities, and Athletic Department facilities, will be in accordance with guidelines for those areas.
20. All proceeds of fund-raising activities are to be returned to the organization's treasury for use for organization projects or activities. Sales activities must be in compliance with Policy 5205, Sales and Solicitation on Campus.
21. Events in public spaces may not be continuous or repetitive in nature. Any activity is limited to 3 consecutive days to allow other organizations to have at least 2 consecutive days in the same week. This does not apply to banner displays.
22. Commercial enterprises may provide funds or support for events; however, on-campus acknowledgment of support may appear only in the program for the event or in media advertising. They may not serve as a sponsor.
23. Major entertainment sponsored on campus must be approved by the Director of UUSA and is regulated by Policy 8215, Major Entertainment Sponsorship.

2.8 Specific Rules for Use of University Facilities by Faculty and Staff

Faculty and staff are not allowed to use university resources for private gain. However, under the following conditions, the compensated use of specialized facilities or equipment will be allowed in support of approved consulting activities. Please refer to the Faculty Handbook for further clarification.

1. The facility or equipment must have a charge rate, established by the Office of the University Controller, which reflects all direct and indirect costs associated with the use of the facility or equipment and applies to use by parties outside the university. The charge rate will be applied to the actual use.
2. A Consulting Request Approval Form must be filed, specifying the facility or equipment to be used and estimating, in time or charges, the extent of the proposed use.
3. The director or head or chair of the department responsible for the facility or equipment will verify, on the Consulting Request Approval Form, that the proposed use will not interfere with, or have priority over, anticipated university use of the facility or equipment.
4. The faculty member's department head or chair and dean, and the Provost, in the approval of the Consulting Request Approval Form, will determine that the consultation is of substantial professional merit and presents no conflict of interest in the use of the facilities or equipment. Particular care will be given to the relationship of the consultation with current or potential grants or contracts and to the possibility of unfair competition with local firms and businesses.
5. If a faculty member uses equipment of a specialized service center, the faculty member will be charged the "commercial" or "consulting" rate as determined by the Controller's Office for the center. The charges will be billed to the faculty member at the rate established for the service based on actual use. The deposit for the charges will be credited to the service center account that has been established by the Controller's Office.

If the faculty member uses facilities such as those of the Virginia Tech Athletic Department, Squires Student Center, or the G. Burke Johnston Student Center, the faculty member will be charged at the rate established by the Controller's Office for such use. The deposit will be made to the appropriate department's account based on actual use charges.

For facilities other than specialized service centers or other facilities for which a charge rate has been determined, the use of the facilities must be authorized and reimbursed at a rate determined by the joint collaboration of the faculty member's department head and Controller's Office.

6. The use of library facilities in connection with consulting is exempt from the above regulations, since those facilities are available to the public.

2.9 Guidelines for Specific Facilities

The following additional general guidelines are for the use of specific facilities located on property owned or leased by Virginia Tech. Please check with each facility manager for any additional specific guidelines that may be in place for the facility. Further information is found in Section 2.6 of this policy. The sponsoring organization must complete and submit a request for approval to use a university facility to the appropriate office.

2.9.1 Library Plaza

1. The leadership of the four major buildings on the Library Plaza (the Library, Bookstore, Graduate Life Center and Squires) will be informed of any requests to use the plaza.
2. Approval of the activity must be obtained before approval is given to use the Library Plaza.
3. Use is generally restricted to university-related groups and recognized student organizations.
4. Activities such as rallies, music, or theater performances, will be limited to 12:00-1:30 p.m. or after 5 p.m. on weekdays. Saturday and Sunday use is restricted to between 1 p.m. and 6 p.m. The use of lights and amplified sound must not be disruptive to normal functions of the surrounding buildings.

2.9.2 The Drill Field

1. Organized athletic events will not be approved for the Drillfield. Athletic events should be scheduled on the South Recreation Area.
2. Gatherings of large concentrations of people will be limited to short durations; one day, several hours.
3. When the turf is wet, events planned for the center of the field must be moved to the west end, the section in front of Williams and Campbell Halls.
4. Activities involving animals will not be permitted on the Drillfield.
5. Structures erected over the turf that restrict sunlight will be approved for a limit of two consecutive days in a single location.

2.9.3 Academic Buildings

1. Classrooms are intended primarily for academic functions, but may be used for extracurricular activities if prior reservations are obtained from the Registrar. Requests must be made seven days prior to the event.

2. If there are no conflicts with academic activities, university-affiliated groups and organizations may reserve a room for a meeting or activity.
3. Space is assigned on a first-come first-served basis, with consideration given to group size and planned activity.
4. If a meeting or event is only open to members of the group, then no other approval is necessary.
5. If the event is open to the public, if admission is being charged, or the event involved sales or fund-raising, then the event must also be approved through the UUSA Event Planning Office.

2.9.4 Residence Halls

1. Events conducted in or near residence halls must be approved by the Assistant Vice President for Student Affairs and the Director of Residential and Dining Programs. No events will be authorized before this approval is received.
2. Space in a residence hall may be reserved a maximum of four weeks in advance. There is a ten-day minimum waiting period between a reservation request and the date of an event.
3. Events classified as parties are allowed only on Friday and Saturday nights.
4. Two events per residence hall per night are allowed; only one fund-raiser or sale may be included in the events per night.

2.9.5 Student Centers

1. As a general operating principle, priority for scheduling and services will be given to events that are sponsored by student organizations.
2. Because student activity fees are the primary source of funds for operation of the student centers, events sponsored solely by student organizations will be charged a minimal rental rate or no rental fee.
3. The following criteria will be used to determine the status for student-organization-sponsored events:
 - a. Programs and events that are initiated or conceptualized, planned, and managed by a student organization, for which the target audience is primarily university students, and whose contractual arrangements are made by and with students are considered student-sponsored.
 - b. Programs and events that are conceptualized by departments or non-university organizations, or activities that are specific to the implementation of departmental missions, are not eligible to receive student organization rates.

2.9.6 War Memorial and Memorial Chapel

1. The Chapel is available for religious services, weddings, initiations, lectures, musical programs, dramatic presentations, exhibits of art, organ recitals and similar events. A contract will be signed and a fee may be assessed.
2. Priority is given to religious student organizations and memorial services. Priority for use is on a first-come, first-served basis. This includes both regularly scheduled, ongoing activities and one-time or limited activities.

3. Approval for any activities on the patio in front of the Chapel must be obtained from the Chapel Manager.
4. Wreaths may be placed at the cenotaph for one day of display, or under special circumstances after a weekend of display.
5. Candlelight services or vigils are only permitted on the grassy areas around the Memorial and are not permitted on any exterior stone or concrete surface. Anyone violating this rule will be responsible for damages and any cleanup costs.

2.9.7 Athletic Facilities

Priority for use will be given to Athletic Department events. Other groups will be scheduled in these facilities as available.

2.9.8 Dining Halls

1. Dining halls are available to be reserved only during specified times.
2. Owens and Hillcrest Banquet Rooms may be reserved at any time during normal operating hours. Parties will need special permission from Culinary Services; these banquet facilities are not intended for parties and such use will be limited.
3. All food and beverages must be purchased from Culinary Services. Sponsors are not permitted to bring in their own food for events.

2.9.9 Recreational Sports Facilities

1. Priority for use will be given to Recreational Sports activities.
2. Non-priority type activities will only be considered when referred through the UUSA Event Planning Office and only when no other space is available on campus.
3. Access to McComas Hall is provided to currently enrolled Virginia Tech students and their guests.
4. Access to War Memorial Hall is provided to currently enrolled Virginia Tech students; faculty and staff of Virginia Tech; retirees of Virginia Tech; alumni of Virginia Tech; dependents of students, faculty, staff, retirees, or alumni; one long-term guest designated by the student, faculty, staff, retiree, or alumni of Virginia Tech; guests of the Inn at Virginia Tech; and daily guests of a student, faculty, staff, retiree, or alumni of Virginia Tech. A valid identification card is required for admittance.

2.9.10 Special Users

1. Campus Visits - In recognition of the recruitment value to have young persons become familiar with the Virginia Tech campus, tours of campus facilities are regularly scheduled by local and regional schools and day care centers. Tours are coordinated through the UUSA Event Planning Office for the dairy, sheep, and turkey barns, three museums, the horticulture gardens, Cassell Coliseum, the Duck Pond (for picnic lunch) and other areas requested. Groups touring facilities are responsible for their own general liability insurance, and if incidents occur due to their negligence, they will be responsible for coverage.
2. Gazebo - When the Gazebo at the Duck Pond was dedicated by the classes of 1988 and 1989, a representative met with University officials to specify their desire that the structure be available for general student use, for

special events, and for weddings. In response to the desires of the donor, an exception to policy is made permitting individual members of the University to schedule use of the Gazebo for weddings.

2.9.11 Other University Facilities

The following list indicates the university facility and the appropriate office to contact for use.

<u>University Facility</u>	<u>Department</u>
Airport (old runway)	Airport Manager
Judging Pavilion William M. Etgen Dairy Pavilion	Animal & Poultry Science Department
Cassell Coliseum Indoor Tennis Courts Lane Stadium Rector Field House	Athletic Department
Atriums, foyers, hallways Banners hanging from facilities Burruss Hall Auditorium Dining Halls Johnston Student Center Hillcrest Banquet Room Owens Banquet Room Public Outdoor Spaces Squires Student Center	UUSA Event Planning Office
The Inn at Virginia Tech and Skelton Conference Center	Manager responsible for area desired
Outdoor Tennis Courts South Recreation Area War Memorial Gymnasium Washington Street field	Office of Recreational Sports
Lounges in Residence Halls Sand Volley Ball Courts Special Purpose Housing	Office of Residential & Dining Programs
Horticulture Gardens	Horticulture Department
Observatories	Physics Department
Academic Classrooms Academic Auditoriums	Registrar

2.9.12 Vehicular, Bicycle and Personal Transportation Device

The following rules govern the use and operation of vehicles, bicycles and other personal transportation devices on property owned or leased by Virginia Tech.

1. State law prohibits blocking of any handicapped access route. The university has established handicapped access routes on sidewalks throughout the campus and every sidewalk is a handicapped access route.
2. Vehicles are prohibited from driving or parking on sidewalks, plazas, and turf, except in cases of emergency. During emergency parking situations, parking on grassy areas is preferable to sidewalks for safety reasons.

3. Emergency vehicles are identified as those used by the rescue squad, fire department, and police department.
4. Vehicles directly involved in performance of maintenance tasks will be permitted to drive or park only after all other alternatives are exhausted. If a vehicle is not directly involved in the work, it must be moved from the turf after any necessary heavy or cumbersome equipment is loaded or unloaded. If the vehicle is directly involved in the work, it must not be left unattended.
5. If it becomes absolutely necessary to drive or park on a sidewalk or plaza any vehicle moving faster than pedestrians shall be considered to be operating in a reckless fashion and the driver may be subject to disciplinary action. Vehicles may not be driven or parked during class changes.
6. Turf permits are required for any vehicle that will be operating on campus sidewalks, plazas and turf areas. Permits can be obtained from the Parking Services Office and must be displayed on all vehicles except construction equipment, loaders, graders, etc.
7. When working in maintenance access apertures in sidewalks, the open aperture must be well barricaded or one person must remain outside to direct traffic.
8. University Policy 5005, Bicycle and Personal Transportation Devices, fully establishes responsibilities and procedures to ensure proper operation, parking, and enforcement for bicycles, skateboards, in-line skates, roller skates, mopeds, motor scooters and electronic personal assistance mobility devices (EPAMD).
9. Plazas, sidewalks and walkways are not to be used for any type of vehicular show or display.

3. Procedures

Requests to schedule events should be submitted as follows:

Academic Classrooms	Registrar Office (minimum of 7 days)
Residence Halls	Office of Residential and Dining Programs (minimum of 10 days)
Student Centers	UUSA Event Planning Office
All other facilities (including public spaces and grounds)	UUSA Event Planning Office (minimum of 7 days)

The sponsoring organization must provide necessary information relative to the nature of the activity: the date, time, place, admission charge, a description of any advertising, and proof of any required insurance. For requests that are submitted to the UUSA Event Planning Office, the staff will determine the need for additional information and coordinate the reservation and scheduling of the requested facility or facilities.

4. Definitions

University facilities: buildings, structures, sites and parking lots owned or leased by Virginia Tech.

Members of the University Community: currently enrolled students and university departments, faculty and staff members.

Recognized Student Organization: a student group that has registered with the Office of Leadership and Student Organization Programs, has had the registration documents approved by the Commission on Student Affairs and has been afforded the privilege of conducting activities at Virginia Tech.

University-affiliated Organizations: are comprised of faculty and staff and are administered through a department to complement the departmental mission.

State Employee Association: any non-profit organization with voluntary membership that provides programs and services of general benefit to state employees within the context of their employment. An association that is statewide and open to all employees who elect to voluntarily participate shall be limited to those associations on the State Comptroller's State Employees' association list, such as:

- NAGE - National Association of Government Employees
- AFSCME - American Federation of State, City & Municipal Employees
- USWA - United Steel Workers of America
- IUOE - International Union of Operating Engineers Local #387, AFL-CIO
- VGEA - Virginia Governmental Employees Association
- CWA - Communication Workers of America

Faculty and Staff Associations: any university organization whose membership is limited to the employees of the university (such as faculty associations, staff associations, senates, etc.) with voluntary membership that provides programs and services of general benefit to employees within the context of their employment.

5. References

[Policy 1010 - Policy on Smoking](#)

[Policy 1015 - Alcohol Policy](#)

[Policy 5005 – Bicycle and Personal Transportation Devices](#)

[Policy 5010 - Summer Conferences](#)

[Policy 5205 - Sales and Solicitation on Campus](#)

[Policy 5210 - Advertising on Campus](#)

[Policy 8000 - Registration of Student Organizations](#)

[Policy 8215 - Major Entertainment Sponsorship](#)

[Faculty Handbook](#)

A Guidebook for Achieving Accessible Programs, available in the Equal Opportunity and Affirmative Action Office.

The Americans with Disabilities Act and Employment: An Employer's Manual

College Students with Disabilities: A Resource for Faculty and Staff

University Policies on Student Life, published by the Office of the Vice President for Student Affairs.

Executive Memorandum 2-93 issued by Gov. Douglas Wilder, dated August 5, 1993.

"Guidelines for the Use of State-Owned Meeting Rooms," issued by the Commonwealth of Virginia Department of General Services, Division of Engineering and Buildings, dated October 27, 1993.

Policy Memorandum No. 26, "Guidelines for Events Sponsored by Student Organizations," approved by the President January 19, 1981, issued February 19, 1981.

Policy Memorandum No. 86, "Event Approval," approved by the President February 15, 1988.

Policy Memorandum No. 9, "Restricting Extra-class Activities during Final Examination Periods," approved by the President January 15, 1979, issued February 1, 1979.

College and University Law, Kern Alexander and Erwin S. Solomon (Charlottesville, Michie Co., 1972).

6. Approval and Revisions

- Revision 3

Section 2.4, Executive Vice President replaced the Vice President for Finance and Treasurer as the delegation authority.

Approved November 1, 1995 by the Executive Vice President, Minnis E. Ridenour

- Revision 4

Section 2.1, the "Director of Business and Administrative Services" replaces the "Associate Vice President for Personnel and Administrative Services" as the person responsible for policy oversight.

Approved July 16, 1997 by the Executive Vice President, Minnis E. Ridenour.

- Revision 5

Section 2.0, paragraph 4. Added additional references

Sections 2.4 and 2.9.4. Revised titles due to organizational changes

Approved February 10, 1999 by the Executive Vice President, Minnis E. Ridenour.

- Revision 6

Section 2.9.12. Added "skateboard" to #13 as not allowed on any campus sidewalk, lawn, or designated pedestrian plaza.

Approved April 1, 2002 by the Executive Vice President and Chief Operating Officer, Minnis E. Ridenour.

- Revision 7

Section 2.7, #10 added to state that amplification in campus public spaces is not allowed between 8 a.m. and 5 p.m. Monday through Friday.

Section 2.7, #12 – Update to hours during which amplification in or around residence halls is restricted.

Approved April 7, 2003 by the Executive Vice President and Chief Operating Officer, Minnis E. Ridenour.

Update February 2, 2006 to title in Sections 2.4 and 2.9.11 from “Donaldson Brown” to “The Inn at Virginia Tech and Skelton Conference Center.”

- Revision 8

Section 2.5.1: Added entire section to address responsibility for event security.

Approved February 28, 2007 by Executive Vice President and Chief Operating Officer, James A. Hyatt.

- Revision 9

May 12, 2008: Updates to position titles and/or responsibilities due to university reorganization.

- Revision 10

Revised Section 2.9.12 for consistency with the new Policy 5005, Bicycle and Personal Transportation Devices.

Approved June 5, 2009 by Vice President for Administration, Sherwood G. Wilson.