



Major Entertainment Sponsored by a Registered Student Organization or Held in a Major Venue

No. 8215

Policy Effective Date:
1/19/1989

Last Revision Date:
1/9/2025

Policy Owner:
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Affected Parties:
Undergraduate
Graduate

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1.0 Purpose

Policy 8215 regulates major entertainment events in alignment with [Policy 5000, University Real Property \(Building, Grounds, Infrastructure\) Usage and Events](#). Policy 5000 includes the rules and regulations for the approval and use of all Virginia Tech real property including facilities, infrastructure, grounds, and public spaces owned or leased by the university; defines major venues and major entertainment events; and requires that all events have a university sponsor to reserve space to hold the event.

2.0 Policy

This policy aligns with Policy 5000 and specifically regulates major entertainment events. This policy directs the Department of Student Engagement and Campus Life (SECL) to be responsible for determining the conditions under which major entertainment may be sponsored at Virginia Tech by a registered student organization and/or held in a major venue. Major entertainment may not be for personal proprietary gain by any student, student organization, or employee of the university.

Major entertainment is defined in Policy 5000 as any event for which there are contracted performers AND which takes place in a major venue. Major entertainment events include but are not limited to concerts, speakers, lectures, theatrical performances, and comedians. Anticipated audience size, target audience, complexity of the contract, security and safety, magnitude and promotion of the event, the contract price and history of the artist are factors considered in defining major entertainment.

This policy does not apply to events held at the Moss Arts Center, in affiliated Moss Arts Center spaces, or at the Inn at Virginia Tech and Skelton Conference Center, or to events sponsored by university departments at locations other than major venues.

3.0 Procedures

It is required that organizations wishing to have a major entertainment event meet with a representative from the SECL a minimum of 75 business days prior to the event. All major entertainment event submissions must be finalized along with a security request form as needed and submitted to SECL Event Services no less than 45 business days prior to the event.

Security requirements will be determined in conjunction with [Policy 5000, University Real Property \(Building, Grounds, Infrastructure\) Usage and Events](#) and will be supplied by or contracted in collaboration with the Virginia Tech Police Department regardless of contracted artist's personal security. The sponsoring organization will be responsible for all fees associated with hiring the required security.

When the sponsoring organization is an RSO or a University-Chartered Student Organization (UCSO), the student organization security fund will be used to execute payment if it is determined by the VTPD that security is required. If the VTPD determines that security is not needed for the event, then the sponsoring RSO or UCSO will pay all fees associated with hiring the desired (but not required) security. Additionally, the student organization security fund may not be used for house management.



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Student Engagement and Campus Life (SECL) has guidelines associated with successful event execution for organizations sponsoring major entertainment programs. These guidelines may include but are not limited to the following: understanding of costs associated with hosting a major event at Virginia Tech, campus marketing policies, scheduling conflicts, campus safety and security requirements, Student Legal Service contract review service, and ticket office contacts, etc.

4.0 Definitions

Registered Student Organization - A Registered Student Organization (RSO) is a voluntary association of Virginia Tech students that has no direct relationship to the university but upon completion of registration documents is entitled to certain privileges to include operating, meeting, advertising, and participating in activities on the Virginia Tech campus in accordance with Policy 5000, "University Real Property (Building, Grounds, Infrastructure) Usage and Events." Refer to Policy 8013: Establishing and Maintaining a Registered Student Organization (RSO).

5.0 References

Policy 5000, University Real Property (Building, Grounds, Infrastructure) Usage and Events
<http://www.policies.vt.edu/5000.pdf>

Policy 8010, Classification of Student Organizations
<https://policies.vt.edu/assets/8010.pdf>

Policy 8013, Establishing and Maintaining a Registered Student Organization (RSO)
<https://policies.vt.edu/assets/8013.pdf>

Minutes of the Commission on Student Affairs, April 18, 1991.

6.0 Approval and Revisions

Passed by the Commission on Student Affairs, January 19, 1989.

Approved May 1, 1989, by the Vice President for Student Affairs and Chairman of the Commission on Student Affairs, Dr. Thomas G. Goodale.

Reviewed August 27, 1990, by the Office of the Vice President for Student Affairs. No changes at this time.

- **Revision 1**
Passed the Commission on Student Affairs, April 18, 1991.
Approved August 27, 1991, by the Vice President for Student Affairs and Chairman of the Commission on Student Affairs, Dr. Thomas G. Goodale.
- **Revision 2**
Changed name from "Director of University Unions, Student Activities and Recreation" to "Director of University Unions and Student Activities."
Approved February 26, 1999, by Vice President for Student Affairs, Landrum L. Cross.
- **Revision 3**
Section 2. Position title updated. Section 3. Minor update to procedures.
Approved April 19, 2002 by Vice President for Student Affairs, Landrum L. Cross



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- Revision 4

Policy revised to provide structure to support organizations in relation to advisement, resources, and consultation as they are planning events. Revisions set up a consultation system between Event Services and the Student Activities Office that assists student organizations in understanding legal issues, costs, budgeting, marketing plans, etc.

Approved December 8, 2003 by Vice President for Student Affairs, Landrum L. Cross

- Revision 5

- Section 1. Office names and titles updated.
- Section 2. Removed listing of venues and added statement of "major venues as defined by SCA." Updated office names and title changes; rewrote to mimic current procedure as outlined in the "Major Entertainment Sponsorship Guidelines."

Approved February 11, 2015 by Vice President for Student Affairs, Patricia A. Perillo.

- Revision 6

- Title changed from "Major Entertainment Sponsorship" to be more specific.
- "Student Centers and Activities changed to "Student Engagement and Campus Life."
- Deleted Background section due to irrelevance.
- Clarified procedural process to represent best practices and procedural timelines.

Approved January 25, 2018 by Vice President for Student Affairs, Patricia A. Perillo.

- Revision 7

Technical updates to policy and organization titles. Clarifies the relationship between Policy 5000 and Policy 8215 and includes the definition of "major event" as stated in Policy 5000: University Real Property (Building, Grounds, Infrastructure) Usage and Events.

Approved November 14, 2024 by Vice President for Student Affairs, Frances Keene.

- Revision 8

Technical update to Section 3.0 adding clarifying procedures for RSO and UCSO organizations.

Approved January 9, 2025 by Vice President for Student Affairs, Frances Keene.