

Campus Facilities Rental Policy

VIRGINIA WESTERN

WE'LL TAKE YOU  THERE

It is the policy of Virginia Western Community College to promote and facilitate outside constituencies to the extent practicable in their use of campus facilities and its considerable resources. In as much as Virginia Western operates as a community college, it desires to be accessible and open to the constituents that it serves. It is our desire to foster an environment that engages the community and leads to educational enlightenment. In the achievement of that goal, we must often weigh the degree to which this can be accomplished with the resources we have available. Our first commitment remains with our faculty, staff and students. **To that end, the college reserves the right to disapprove requests based solely on the college's inability to provide adequate support for the event or in cases where approving the event would severely impact the college resources and or limit the college's ability to meet its primary obligation to its faculty, staff, and students.** VWCC is a politically neutral state agency and no political organizations are allowed on campus to promote, solicit support, or otherwise engage in campaigning of any type.

THIS RENTAL POLICY APPLIES TO EVENTS HELD ON THE MAIN CAMPUS ON COLONIAL AVENUE. Contact the Greenfield Education and Training Center, Roanoke Higher Education Center, or the Franklin County Workforce Development Center directly for rental and inclement weather policies affecting those locations.

- **All events scheduled by outside parties (non-college activities) must be scheduled 3 months in advance.**
- College business hours are Monday-Friday 8:00 a.m.-5:00 p.m. Weekends are considered after-hours. All evening events must end by 10:00 p.m.
- The Bridge area, corridors, and entry foyers are not available for rental to outside parties due to fire codes.
- Food, drink and tobacco products are not permitted in classrooms, Whitman Theater, or the gymnasium. Tobacco products are not permitted in the Natural Science Center, the Community Arboretum, or conference rooms.
- Users are required to abide by all college solicitations and rental policies.
- Events cannot interfere with the normal operation or educational programs of the college.
- VWCC reserves the right to impose reasonable conditions to assure compliance with regulations, and to reject an application from an organization or group that has previously misused facilities or breached an agreement.
- Any person utilizing a college facility engaging in unlawful or disruptive conduct or violating college policy may be asked by a college official to leave the property. The college is not obligated to tolerate events that interfere with any lawful mission, process, or function of the institution. Events may be denied if they pose a clear and present danger to college students, employees, or facility users.
- Any violation of Virginia Western's policy regarding the use of facilities will result in a bill for damages and group will be prohibited from future use of facilities.
- VWCC does not provide copier service, flipcharts, or other clerical services for seminars or workshops.
- Events held on the main campus will be automatically cancelled when the college is closed due to inclement weather or an emergency. Renter is responsible for notifying participants of cancellation. The college reserves the right to cancel an event due to college needs or if the event is in conflict with the college solicitation policy. **Rental is not available on legal or college holidays or during registration or exam periods.**
- A statement may be required from the applicant agreeing to indemnify and hold the college harmless from any loss, damage, liability expense, claim or demand that may arise or be caused in any way by use of college facilities.
- This list may not be inclusive of all of the conditions of use for the facilities at Virginia Western Community College.
- Virginia Western Community College does not discriminate on the grounds of race, color, national origin, sex, age, or handicap in the administration of any of its educational programs, activities, or with respect to admissions and employment.

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Facility Rental Fees:

LOCATION <small>All rentals are based on academic schedule and college activities</small>	FULL DAY RATE <small>4 hours or more</small>	HALF DAY RATE <small>4 hours or less</small>	CAPACITY	SET-UP LAYOUTS	SET-UP FEES	TECHNOLOGY FEES	CLEANING FEES
CLASSROOM	\$200	\$100	Up to 40	Fixed – Cannot be moved	N/A	\$50	\$30/hour
COMPUTER LAB	\$200	\$100	Up to 22	Fixed – Cannot be moved	N/A	\$50	\$30/hour
CONFERENCE ROOMS	\$200	\$100	10-15	Fixed – cannot be moved	N/A	\$50	\$30/hour
CAMPUS COMMONS <small>Available only during non-student use times</small>	\$600			Fixed – cannot be moved	N/A	N/A	\$50/hour
COMMUNITY ARBORETUM	\$600	\$300	Up to 150	Fixed – cannot be moved	N/A	N/A	\$30/hour
GYMNASIUM <small>Only available for sporting events</small>	\$600	\$300	Up to 400	Fixed – cannot be moved	N/A	Score board \$20 Volleyball Nets - \$50	\$50/hour
WHITMAN THEATER	\$800	\$400	270	Fixed		\$150	\$50/hour
TENNIS COURTS (Day)	\$200	\$100	3 courts	N/A		N/A	\$50/hour
TENNIS COURTS (Night)	\$400	\$200	3 courts	N/A		N/A	\$50/hour
ADDITIONAL FACILITY SERVICES				Rectangle Table Set Up (each)	\$5	N/A	N/A
				Chair Set Up (each)	\$2		
NATURAL SCIENCE CENTER	\$600	\$300	Determined by layout	Small Horseshoe w/20 chairs	\$50	\$50	\$30/hour
				Large Horseshoe w/30 chairs	\$75		
				Round Tables w/35 chairs	\$120		
				Lecture-Style w/25 chairs	\$55		
				Lecture-style w/50 chairs	\$85		
				Hollow Square w/20 chairs	\$55		
				Conference Table w/20 chairs	\$50		
				Add'l Rectangle Table (12 max) (each)	\$5		
				Add'l Chairs (70 max) (each)	\$2		
				Trash Cans (each)	\$10		
Self-Set Up	No Charge						
TECHNICIAN SERVICES	<p style="text-align: center;">\$40 per hour with 4-hour minimum</p> <ul style="list-style-type: none"> • Events that run over the contracted time will be charged additional technician hours at \$60/hour with no partial hours. • Fee required for all events in Whitman Theater unless special permission has been given. • Fee required for any events on campus that requires a technician to be physically present for assistance. 						

Damage deposit: A **\$500 damage deposit is required in advance** for rental and use of all college facilities. Deposit must be submitted within 5 business days of scheduling the event or the event will be cancelled. The deposit will be returned to the renter in full within 5 business days after the event occurs assuming no damage has been incurred as a result of the event. The college will provide the renter with an itemized list of any damages deducted from the deposit.

Safety: Users of facilities must comply with all applicable health and safety regulations. The college cannot assume liability for possible injury to persons or property resulting from use of a facility or event. **Renter must provide own security for sporting events and for events where attendance exceeds 150 persons.** Renter must use either the Roanoke City or Roanoke County police department as the security agent. Documentation of security agreement with the city or county must be provided to the college at least 30 days prior to event.

Clean-up fees: If cleaning fees are required beyond the required one-hour minimum, those fees will be deducted from the renter's deposit. Cleaning fees are double for large events requiring more than one custodian.

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ADMISSION FEES: If admission is charged the renter must pay a city tax. Contact should be made with the City of Roanoke Billings and Collections, 215 Church Avenue, Room 212, Roanoke, VA 24011. Phone (540) 853-6825. VWCC is not responsible for tax.

ALCOHOL: *Alcohol is not permitted and may not be served at any non-college event.*

CAMPUS COMMONS: The college cafeteria area (Commons) is available for rental during non-student use hours only. The set up in the Commons cannot be changed.

CATERING: Java the Hutt and Domino's Pizza are located on campus and can be contacted for catering. Java the Hutt can be contacted at docjavaaa@aol.com or 540-330-3096, and Domino's can be contact at 540-985-5000. **These vendors must be contacted and have first right of refusal for any catering needs.** Be sure to specify that you are looking for catering at VWCC.

CLASSROOMS/COMPUTER LABS: Classrooms and/or computer labs may be rented depending on the availability due to the academic schedule. Basic technology is available in all classrooms. Weekend usage is dependent on buildings already opened. Buildings will not be opened for use of one room.

CLEANING: Each renter is expected to leave the facility in the same condition it was in when the group arrived and is responsible for cleanup. A cleaning fee is included in all campus rentals.

COMMERICAL: Sanctioned student groups may offer items for sale but no other organizations are allowed to offer items for sale to students, faculty, or staff.

EVENT DURATION: All events must end by 10:00pm.

FOOD & DRINK: Food, drink and tobacco products are not permitted in classrooms, Whitman Theater, or the gymnasium. Tobacco products are not permitted in the Natural Science Center, the Community Arboretum, or conference rooms. Snack and drink machines are located in the Commons, Fishburn Hall, Business Science Building, and Humanities Building. Arrangement for refreshments is the responsibility of the requestor. Kitchen facilities are not provided.

FACILITY FEE SCHEDULE: Deposit fees must be paid upon request for use of facilities in order to hold a reservation. Rental fees must be paid two weeks prior to the event.

FUNDRAISING: All proceeds for fundraising activities are to be deposited at the Cashier's Office (Chapman Hall) immediately upon completion of the event. Fundraising events are only allowed to be held by recognized student groups.

GYMNASIUM: The gym may be rented for sporting events. Heavy objects must not be rolled on the floor. Only shoes with tennis or basketball-type shoe soles can be worn on the main floor for physical education or sports events. Any type of cleats or high heels may not be worn on the floor. A scoring board may be rented for an additional fee.

INCLEMENT WEATHER, EMERGENCY CLOSINGS, AND COLLEGE HOLIDAYS: Events held on the main campus will be automatically cancelled when the college is closed due to inclement weather or an emergency. Renter is responsible for notifying participants of cancellation. The college reserves the right to cancel an event due to college needs or if the event is in conflict with the college solicitation policy. **Rental is not available on legal or college holidays or during registration or exam periods.**

NON-COMMERCIAL: Activities that engage in buying or selling for the purpose of securing a profit for the benefit of any non-profit organization may be held after the Events Planning Coordinator has been contacted and all necessary paperwork and rental fees have been paid.

OUTDOOR SOUND: Amplified sound must be approved in advance and will be denied during major college events and critical academic dates.

PARKING: Persons requesting use of college facilities shall be responsible for parking arrangements. Visitors should be directed to park within white line spaces. Vehicles must remain on roadways and park only where legally permitted. Activities must be situated such as to not impede or block the normal flow of traffic.

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PEACEFUL ASSEMBLY: Student free speech and peaceful assemblies must be registered with the Events Planning Coordinator at least 48 hours in advance. Standard space reservation procedures must be followed. Any materials used for display or notification of the demonstration must be approved prior to posting and must be removed immediately following event.

PETS: Pets are not permitted on the main campus or in college buildings except in special cases, such as special-needs dogs, and must be attended by the owner.

PUBLIC SAFETY APPROVAL: Certain events **REQUIRE** a meeting with Campus Police and the Events Planning Coordinator to discuss event specifics and obtain approval. This meeting must take place two weeks prior to the event date. Events that require this meeting include, but are not limited to, cash handling, dance, concerts, and events with over 150 attendees.

SAFETY: Users of facilities must comply with all applicable health and safety regulations. The college cannot assume liability for possible injury to persons or property resulting from use of a facility or event. Renter must provide own security for sporting events and for events where attendance exceeds 150 persons. Renter must use either the Roanoke City or Roanoke County police department as the security agent. Documentation of security agreement with the city or county must be provided to the college at least 30 days prior to event.

SMOKING: Smoking at events will be allowed only in outdoor posted smoking areas. Smoking is not allowed inside any college facility.

WEDDINGS: Please adhere by the following practices for weddings:

- Decorations may be hung or tied but no staples or nails are allowed in the Arboretum or Natural Science Center (NSC). Tape may be used in the NSC only on glass surfaces.
- Flower petals may be thrown but rice and birdseed are not allowed.
- The Arboretum is open to the public. If a wedding party does not rent the space, the public may still use the area.
- Open flames are not allowed in the Arboretum.
- If using a tent, user must meet with Arboretum personnel to learn the location of the underground irrigation system prior to the day of the event.
- VWCC does not provide any outdoor furniture.
- Vehicles are only allowed on parking lotS or roadways. No vehicle is allowed to be driven on the grass.
- The furniture on the NSC patio cannot be moved.
- Items in the NSC may not be moved, unplugged, or tampered with in any way.

WHITMAN THEATER: The theater capacity is 270 seats. The stage can hold up to 23 chairs. A computer cart is available on stage and is connected to a projector screen. The screen is 12' wide and can be used for PowerPoint or Internet demonstrations. A technician is required for any event requiring technology (computer, microphone, stage lighting, etc). ***The fee for a technician is \$160 for the first four hours and \$40 each hour thereafter. All required hours must be contracted in advance. Should the event run over the contracted time, additional technician hours will be billed at \$60 an hour (no partial hours).*** Renting the theater allows use of "house lights" only. If an event requires use of stage lights, additional fees will be incurred. An announcement must be made not more than 10 minutes prior to the beginning of the program and each time a new audience gathers covering fire exits and safety procedures. The announcement is located on the podium in the theatre. **Important:** the Whitman Theater stage is painted with water soluble paint. **NO liquid props** (spray guns, fountains, etc.) **are allowed.**

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Please sign and return this page only by email, fax, or mail.

I agree I have read the College Facilities Policy and will abide by them as written.

Requestor: _____ **Date:** _____

Contact:

Tara Nepper, Events Planning and Scheduling Coordinator
(540) 857-6492 or tnepper@virginiawestern.edu
(540) 857-6297 - Fax
(Physical) 3093 Colonial Avenue, Fishburn Hall Room 110, Roanoke VA 24015
(Mailing) P.O. Box 14007, Roanoke, VA 24038