

PIEDMONT VIRGINIA COMMUNITY COLLEGE

II – ADMINISTRATIVE POLICIES (GENERAL)

II – 100.0 USE OF FACILITIES BY OUTSIDE GROUPS

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| Policy #: | II – 100.0 |
| Effective: | 10/2019 |
| Responsible Dept.: | VPFAS |

As a service to the community, PVCC will permit other state agencies, community groups, non-profit and for-profit businesses to request the use of college facilities (buildings, athletic facilities, parking lots, outside terraces and grounds) for meetings and other events on a space available basis. The following procedures will govern the use of college facilities:

1. Priorities for the use of college facilities are as follows:
 - a. Instructional programs of the college.
 - b. Student services activities.
 - c. College-sponsored non-academic events or activities.
 - d. College-related activities including fairs and professional meetings arranged by PVCC faculty and staff.
 - e. Other state agencies or employee associations.
 - f. Non-profit events or activities sponsored by community groups and organizations within the geographical area served by the college.
 - g. For-profit businesses.

2. Non-College Groups and Organizations
 - a. Visit [PVCC's Rent our Facilities web page](#) to place requests online.
 - b. Classrooms can only be reserved for non-college groups and organizations within the current academic semester.
 - c. All events are considered tentative until the Facilities Use Agreement is signed by both parties.
 - d. Non-college groups requesting use of facilities for workforce training purposes should contact Workforce Services at 434.961.5495 to reserve space at the Stultz Center for Business & Career Development.
 - e. Requests for the Main Building should be received by the Office of the Vice President for Finance & Administrative Services (VPFAS) not less than ten (10) working days prior to the date of the program or event. To reserve space in the Main Building, call 434.961.5208 or use the [online request](#).
 - f. Please allow approximately two business days for a response to the request.
 - g. Facilities Use Agreements from non-college groups must be approved by the VPFAS before the space is considered reserved. Groups seeking workforce training facilities will be approved by the dean of Workforce Services.
 - h. The non-college applicant must provide:
 - i. Assurance that he/she is an authorized agent of the organization
 - ii. A completed and signed Facilities Use Agreement
 - iii. Adequate safety precautions for participants and property.
 - iv. Certificate of Insurance per Section F of the Facilities Use Agreement.
 - v. Non-profit organizations are required to provide proof of incorporation by providing a 501(c)3 status or other appropriate documentation.
 - i. All necessary permits required by local and state government.
 - j. Any damages to college property will be the responsibility of the organization or sponsoring group involved in the program or activity.
 - k. The college does not endorse any sectarian or political groups or organizations. Such groups may

not indicate or imply that the group is sponsored by or affiliated with PVCC. Violation of this provision may result in cancellation of the reservation.

- l. The college does not provide catering services. Non-college groups will coordinate catering with an outside vendor or the campus food service vendor.
- m. The non-college group or organization shall ensure that the area is cleaned after the event and that furniture or equipment is returned to its original setting. If it is necessary for the college to clean the area, the non-college group shall receive a bill for the cost involved. Costs will be based on manpower and materials used.
- n. It is agreed that the group will observe all PVCC regulations and will exercise the utmost care in the use of the college's facilities.
- o. Payment is due within seven days of receipt of approved Facilities Use Agreement.

3. Use of Athletic Facilities

- a. Requests for the use of outdoor athletic facilities will be forwarded to the Office of the Vice President for Finance and Administrative Services, who will determine availability and determine approval/denial of request. To contact the VPFAS office, call 434.961.5208 or complete an [online request](#).

4. Use of the V. Earl Dickinson Building

- a. Facility space, with specifications, available for rental:
 - i. **Proscenium Theatre:** 500-seat, acoustic proscenium thrust, 40' x 50' stage wing theatre. Stage apron can lower into a 20-piece orchestra pit. Stage floor is sprung for all types of dance. Tension-wire grid lighting system is fully equipped. High resolution digital VCR and DVD projector can accommodate multi-media presentations. Green room containing lounge, dressing rooms, restrooms and showers, serves both theatres.
 - ii. **Black-Box Theatre:** 50 (max)-seat multi-purpose use theatre. Contains blacks for all four walls, lighting grid, and sound system. Dimensions are 32' x 38'.
 - iii. **Lakeside Amphitheatre:** 750-plus seat mixture of lawn and stone step amphitheater on the Dickinson building's west side. Protruding into a 3-acre swan lake, the oval stage dimensions are 20' x 40'. Electric power is available.
 - iv. **Art Galleries:** Two separate, fully secure HVAC galleries, each 10' x 50' with one-sided floor to ceiling glass walls.
 - v. **Reception & Common Areas:** A rectangular, 15' x 90' hall with catering pantry and floor to ceiling glass walls. Flanked by an accessible 10' x 75' outdoor patio balcony overlooking amphitheater and swan lake.
- b. For booking information and facility availability, please contact the Arts Coordinator/Technical Theater Director, at 434.961.5374 or use the [online request](#).

5. Use of the Eugene Giuseppe Center

- a. The Eugene Giuseppe Center is located in Greene County in historic Stanardsville, Virginia. To reserve space at the Eugene Giuseppe Center, Call 434.990.1131.

6. Use of Facilities for Expressive Activity

Requests for the use of PVCC facilities for expressive activity must be sponsored by a college organization and must be approved prior to facility use.

Expressive activity applies to all buildings, grounds, and other spaces owned or controlled by Piedmont Virginia Community College. Expressive Activity includes, but is not limited to:

- a. Speeches, performances, demonstrations, rallies, vigils, and other events by students, student organizations, faculty, staff, and outside groups advocating or representing a point-of-view;
- b. Distributions of advocacy or point-of-view literature, such as distributing leaflets and pamphlets; and
- c. Any other expression protected by the First Amendment to the U.S. Constitution. More information can be found on PVCC's [Expressive Activity web page](#).

If students, student organizations, or college employees desire to reserve campus facilities, they shall submit their requests to the office of the Vice President for Finance and Administrative Services. Requests must be made with at least 48 hours' notice. Under extraordinary and rare circumstances, more notice may be required to allow for sufficient logistical support and to ensure the safety and security of the campus. No facility request will be denied due to the nature of the topic to be discussed. Requests may only be denied for the reasons listed below.

If individuals or organizations who are not members of the college community (i.e., not students, student organizations, or college employees) desire to reserve campus facilities, they must be sponsored and/or approved by a recognized student organization or the College to conduct expressive activities or events on campus. These individuals or organizations shall submit their requests for sponsorship or approval consistent with this policy.

The college will assess appropriate fees for equipment and facility use to users who are not members of the campus community, as per this policy. Reasonable security fees will be assessed to defray the actual costs of providing security when the size of the audience may pose a risk to safety. Security fees shall not be assessed based on the anticipated reaction to the expressive activity.

Facilities available for use are available only during normal operating hours or as otherwise posted. Any and all expressive activities must not create noise levels that interfere with students' ability to study and learn in the classroom, library, and other rooms or that interfere with the ability of the college to conduct normal operations on behalf of students.

Students, student organizations, and college employees may request to reserve campus facilities on a first-come, first served basis. No facility request will be denied due to the nature of the topic to be discussed. Requests may only be denied for the following reasons only:

- a. The requested venue is an indoor facility that the college has designated as not available for expressive activity as listed below;
- b. The requested venue is an indoor facility and the request conflicts with restrictions enacted pursuant to the list below;
- c. The venue is already reserved for another event;
- d. The activity will attract a crowd larger than the venue can safely contain;
- e. The activity will substantially disrupt another event being held at a neighboring venue;
- f. The activity will substantially disrupt college operations (including classes);
- g. The activity is a clear and present threat to public safety, according to the college's police or security department;
- h. The activity will occur during college examination periods; or
- i. The activity is unlawful.

During an event, the student, student organization, or college employee requesting the reservation is responsible for preserving and maintaining the facility it reserved. If it causes any damage to those facilities, the person(s) or organization (and its officers, if applicable) shall assume full responsibility.

When assessing a request to reserve campus facilities for expressive activity, the college will not under any circumstances consider the content or viewpoint of the expression or the possible reaction to that expression. The college will not impose restrictions on external groups, students, student organizations, or college employees due to the content or viewpoint of their expression or the possible reaction to that expression. If other persons react negatively to a student's, student organization's, college employee's, or external group's expression, college officials (including college police or security) shall take all necessary steps to ensure public safety while allowing the expressive activity to continue.

Areas not available for expressive activity:

- a. Library
- b. Administrative/business offices
- c. Classrooms and labs (during instructional hours)
- d. Bookstore
- e. Café
- f. Hallways
- g. Entrances to buildings within 25 feet of doors

More information about expressive activity can be found on the PVCC [expressive activity web page](#).