

PIEDMONT VIRGINIA COMMUNITY COLLEGE

II – ADMINISTRATIVE (GENERAL) POLICIES

II – 7.0 USE OF COLLEGE FACILITIES FOR SPECIAL EVENTS

Policy #:	II – 7.0
Effective:	
Revised:	May 2, 2003 August 19, 2008
Responsible Dept.:	VPFAS

1. GENERAL

This policy applies to the use of college facilities for personal special events when the sponsor is a college employee and the event is not a college function. Examples of this type of event include weddings, wedding receptions, graduation parties, memorial services, family reunions, etc.

2. ELIGIBILITY

Employees may request the use of indoor or outdoor college facilities for personal special events on a space available basis as defined by the college. Employees may not request the use of college facilities on behalf of third parties. Students and members of the general public who have no affiliation with the college may not request the use of PVCC facilities for personal use under the provisions of this policy.

College sponsored activities and requests for facilities use from college and community organizations take precedence over employee requests for facilities use.

3. REQUESTS

Requests for the use of outdoor facilities and for space in the Main Building should be directed to the Office of the Vice President for Finance and Administrative Services (Extension 5208). Requests for the use of space in the Dickinson Building should be directed to the Technical Theater Director (Extension 5374).

An "Application for Use of Facilities" form must be completed for the use of outside facilities and for space in the Main Building. A standard rental agreement must be completed for the use of space in the Dickinson Building.

All charges that apply to community group or organizational use of college facilities shall apply to employee use of facilities for special events. This includes security deposits, standard rental fees, setup and cleanup costs, and extra security when needed.

4. RESPONSIBILITIES AND LIABILITY

Each applicant must agree to assume full responsibility for liability, injury, and damage to college and personal property and must agree to absolve the college from any liability resulting from the event. A statement of insurance covering the applicant's use of the facility may be required prior to approval. The college reserves the right to require an advance security deposit for the use of facilities. The applicant must be present at the event and is responsible for on-site supervision of the event.

5. ALCOHOLIC BEVERAGES

Applicants must comply with all requirements of the PVCC "Alcoholic Beverages at College Functions" policy. If alcoholic beverages are to be served, a "Request to Serve Alcoholic Beverages" form must be completed and approved.

Applicants are required to give written assurance that no underage drinking will be permitted at the event. A specific plan to address the control of alcoholic beverages at the event may be required prior to approval. A campus security officer must be present in the vicinity of an event when alcoholic beverages to be served, with the cost of the officer charged to the event sponsor.

Employees are not permitted to sponsor events at which alcoholic beverages will be sold.

6. WAIVERS

The President is the only college official authorized to grant waivers to any provision of this policy. Requests for waivers must be in writing. The President's decision is final.