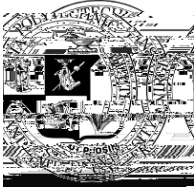


Virginia Polytechnic Institute and State University



# Virginia Polytechnic Institute and State University



## Virginia Polytechnic Institute and State University

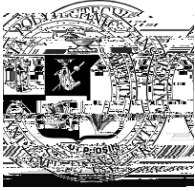
### 2.2.1 Responsibilities of University Scheduling Office

The university scheduling office will:

- a. register [https://campuslife.vt.edu/sec1\\_services/event\\_planning/resources.htm](https://campuslife.vt.edu/sec1_services/event_planning/resources.htm) any qualifying event that will occur in space(s) under their delegated authority (see Section 2.4, Event Registration).<sup>a</sup>



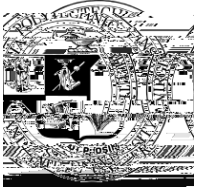




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State Fire Marshal's Office and a copy must be provided to EHS. See <https://www.vafire.com/state-fire-marshals-office/permits/fireworks-and-flame-effects/>

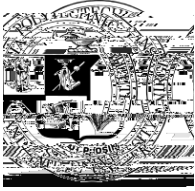
- e. A Special Effects Permit must be filed in advance of any event where smoke, haze or fog machines will be used, or gunpowder is to be used (as with stage firearms). See <https://ehs.vt.edu>. A fire watch is required by EHS or if portions of the building fire alarm system must be impaired, the associated costs are the responsibility of the event sponsor.
3. Any department listed above may deny approval of an event or of a specific activity during an event if the university sponsor cannot meet the requirements set forth in the department's procedures (for example, if adequate security personnel cannot be present, the VTPD may deny approval for an event; likewise, if documentation of an open burn permit from the Fire Marshal is not provided, EHS may deny approval for an outdoor fire at an event).
  - a. Appeals of any department's decision will be reviewed by the department head (or the department head's supervisor if the department head made the decision).
  - b. If necessary, the Vice President responsible for the department will serve as the final arbiter.
4. Users of the facilities must comply with all applicable health and safety regulations.
5. Special policies apply to any event on campus involving non-student participants under the age of 18 ("minors"). See [University Policy 4815, Minors on Campus or Participating in University-Related Programs](#) for further information.
6. The possession and use of alcoholic beverages is regulated by [University Policy 1015, Alcohol Policy](#)
7. Smoking at events is governed by [University Policy 1010, Policy on Smoking](#)
8. In accordance with [University Policy 4305, Policy on Authorized Closings](#), it is not the university's practice to make a centralized decision about cancellation of events on weekends or holidays when there are no classes and administrative offices are closed. In inclement weather, a natural disaster, or safety/security concerns occur on week0.98 68.n-1.8 ("n( oc)4.4 .7 (ni)7-7.2 (zed)-3.7 ( d)-3.7 (e.6 (t)85 0 T1.7 (ol)2.2 (zed)-



Virginia Polytechnic Institute and State University

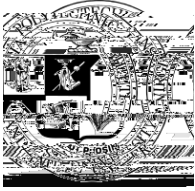
### 2.7.3 Sales, Solicitation, Fund- Raising and Advertising Activities





### 2.7.6 General Provisions

1. Scheduling offices may enact specific procedures and timeframes for arranging support services necessary to accommodate specific activities. University sponsors should check with the scheduling offices as far in advance as possible to ensure they follow appropriate procedures and allow enough time to complete necessary requirements.
2. 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 or frame displays.
3. 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.
4. In accordance with the Code of Virginia, the release of more than 50 balloons within a one-hour period is prohibited. The provisions do not apply to balloons released for scientific or meteorological purposes.
5. Overnight utilization of TT2 1 Tf 0.003 Tcc.7 (g)-f2.3 (z)4c 3 Tw -7 0.003 Tizro/TT2 1 Tf 0.003 nd e6r0.003 2 Tw



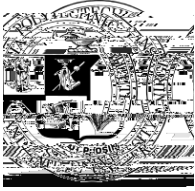
## Virginia Polytechnic Institute and State University

employee 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 employee uses facilities such as those of the Virginia Tech Athletic Department, Moss Arts Center, or Student Engagement and Campus Life venues (including Squires Student Center, G. Burke Johnston Student Center, Burruss Hall Auditorium, the Graduate Life Center, and War Memorial Chapel), the employee will be

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University Policy 5010, Residential Camps, Conferences and Workshops  
<http://www.policies.vt.edu/5010.pdf>

University Policy 5215, Sales, Solicitation, and Advertising on Campus  
<http://www.policies.vt.edu/5215.pdf>

University Policy 5420, Policy on Facility Use Agreements  
<http://www.policies.vt.edu/5420.pdf>

University Policy 5501, Electric/Gas Utilitytype Vehicles  
<http://www.policies.vt.edu/5501.pdf>

University Policy 5615, University Safety and Security  
<http://www.policies.vt.edu/5615.pdf>

University Policy 5616, Campus and Workplace Violence Prevention  
<http://www.policies.vt.edu/5616.pdf>

University Policy 8010, Classification of Student Organizations  
<http://www.policies.vt.edu/8010.pdf>  
[Official list of student organizations <https://gobblerconnect.vt.edu/organizations>]

University Policy 8215, Major Entertainment Sponsorship Registered Student Organization  
<http://www.policies.vt.edu/8215.pdf>

University Policy 13010, Individual Conflicts of Interest  
<http://www.policies.vt.edu/13010.pdf>

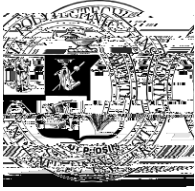
Faculty Handbook  
<https://faculty.vt.edu/facultyhandbook.html>

Student Code of Conduct  
[https://codeofconduct.vt.edu/content/dam/codeofconduct\\_vt\\_edu/CodeOfConduct2021.pdf](https://codeofconduct.vt.edu/content/dam/codeofconduct_vt_edu/CodeOfConduct2021.pdf)

Parking and Traffic Regulations, Virginia Tech Parking Services  
[www.parking.vt.edu](http://www.parking.vt.edu)

State Records Retention Schedule  
[https://www.lva.virginia.gov/agencies/records/sched\\_state/](https://www.lva.virginia.gov/agencies/records/sched_state/)

Virginia Tech Guidelines on Service Animals and Assistance/Support Animals  
[http://ssd.vt.edu/content/dam/ssd\\_vt\\_edu/assets/docs/vt\\_techguidelinesonserviceanimalsandassistanceSupportAnimals.pdf](http://ssd.vt.edu/content/dam/ssd_vt_edu/assets/docs/vt_techguidelinesonserviceanimalsandassistanceSupportAnimals.pdf)



## 6.0 Approval and Revisions

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 ( J)4 (d06)1.7 ( hT2 1 Tf 0..3 (o>k7t(e)4.3 (c)4.4 (t)2.3 (i)-3.1 (on 2.)7.1