

Virginia State University  
Policies Manual

Title: University Facility Use and Cost Recovery Policy

Policy: 4200

**Purpose**

The purpose of this policy is to establish guidelines and procedures for the use of and recovery of costs for University facilities.

The facilities of the University exist for the primary purpose of assisting the University in fulfilling the University's educational mission. The University seeks to enrich members of the University community through its academic, cultural, and athletic programs and events. Furthermore, the University is committed to being an integral part of our surrounding community. Accordingly, the University's resources are to be used by students, faculty and staff and, when appropriate, sponsored groups and organizations not affiliated with the University. The University reserves the right to deny the use of its facilities to any individual or group whose planned activity or event does not enhance the University's educational mission, or whose planned activity or event poses unusual or potentially costly problems. Furthermore, the University reserves the right to cancel or reschedule a scheduled event when it conflicts with University affairs or events sponsored by the University.

**Authority, Responsibility, and Duties**

The following authorities are responsible for granting approval for University and non-University events (see Policy Statements 1, 2, 3 and 4):

1. President of the University
2. Vice President for Academic Affairs
3. Vice President for Success and Engagement
4. Vice President for Institutional Advancement

**Policy Statements**

The following statements explain the authority for approved use and scheduling responsibility concerning the use of facilities at Virginia State University:

**University Sponsored Events**

1. Official University Events are programs and activities that require efforts from various University components and typically involve individuals from outside the University, i.e., friends, guests, and alumni. See "Attachment A" for a listing of *Official University Events* and the office primarily responsible for scheduling the event. In order to designate a function as an Official University Event, a written request must be made to and approved by the President of the University. These events have priority over similar events not so designated.
2. University Academic Events are programs and activities that relate to and are associated with the instructional function of the University, such as conducting credit-bearing classes, programmatic activities resulting from academic coursework, and faculty departmental meetings. The scheduling of classes is solely the responsibility of the University Registrar. The person(s) responsible for the space as determined by the Vice President for Academic Affairs or his/her designee must

Virginia State University  
Policies Manual

Title: University Facility Use and Cost Recovery Policy

Policy: 4200

approve the scheduling of other academic activities. University Academic Events shall have priority for use of academic facilities.

3. Student events may be sponsored by a number of organizations, including the Office of Student Success and Engagement, the Student Government Association, or officially recognized student clubs and organizations. Examples of such events are students' organizational meetings, workshops, conferences, student fashion shows, concerts, movies, and other social activities. Student Events are programs and activities planned primarily for the students of VSU and must be approved by the Vice President for Student Success and Engagement or his/her designee. The Office of Student Success and Engagement is solely responsible for the scheduling of all student events. The scheduling of *Student Events* is on a first-applied, first-granted basis.
4. Community Events are programs and activities sponsored by members of the University community that are designed to help build a relationship between the University and surrounding community. To be considered a *Community Event*, approval must be obtained from the Vice President for Institutional Advancement or his/her designee. The Director of Conference Services is solely responsible for scheduling these events. Priority will be given to programs or events that best relate and contribute to the enhancement of the University's educational mission. *Community Events* are scheduled on a first-applied, first-granted basis.

### University Related Events

University-Related Events are programs and activities sponsored by faculty, staff, or administrative offices that are planned primarily for the benefit of members of the University community. Examples of such events are academic camps, in-house workshops, health clinics, etc. The appropriate Vice President grants approval for such events. The Director of Conference Services is solely responsible for scheduling these events, which are scheduled on a first-applied, first-granted basis. Personal events are not considered University-Related Events.

### Non-University Events

Non-University Events are non-athletic programs and activities organized by non-university organizations or individuals. Non-University organizations or individuals must execute an agreement that contains an indemnification provision that protects the University in the event of personal injury or property damage. The University's legal counsel shall review and approve any indemnification provision included in such agreements. The Director of Conference Services will grant approval for Non-University events when the program or activity does not compete with the educational mission of the University and does not interfere with other events or affairs of the University. The Director of Conference Services is solely responsible for the scheduling of these events, and will be scheduled on a first-applied, first-granted basis.

### Facility Use Fees

- A. A Facility Use Agreement is required for all Non-University Events. It is the policy of Virginia State University to assess a facility usage fee for events classified as *University-Related Events* and *Non-University Events*. *University-Related Events* are assessed facility use fees at the discretion of the Director of Conference Services and the Office of Institutional Advancement. *Non-University Events* are assessed facility use fees for all events. There may be other fees for such items as food service, rental of equipment, set-up fees, police and security, transportation, etc., that are not covered under this policy for which the individual or group also will be responsible.
- B. Facility use fees are based on the type of space, the length of usage, and competitive market factors. The primary factors considered in establishing rates are the extent to which costs are required for the maintenance of the facility. The Vice President for Finance, who chairs the Facilities Planning and Space Allocation Committee, recommends changes to the annual facility use fee rates for approval by the President (or his/her designee). The approved facility use fee rates are available on the VSU web page.
- C. Revenue generated by the facility use fee will accrue to an account with the primary purpose of refurbishing and maintaining University facilities, as well as contributing to the operating expenses of Conference Services. This account will be under the responsibility of the Director of Conference Services and the oversight of the Office of Institutional Advancement.
- D. Daily usage fees are based on a full "building day," defined as six or more hours.

### Anderson Turner Auditorium

The purpose of this section is to establish scheduling and usage policies for Anderson Turner Auditorium.

- A. Events held in the Anderson Turner Auditorium will be prioritized accordingly:
  1. Official University events may be held in the facility, and are defined as Commencement, Founder's Day, Opening Convocation, Honor's Convocation, Town Hall Meetings, ROTC Commissioning, and any event scheduled by Virginia State University's President's Office.
  2. Academic Department Performances  
These events are defined as public performances, lectures and activities that are a direct outcome of academic departments or programs.
  3. Other University Activities  
Appropriate public events by other campus-based entities that enhance the cultural and educational growth of the University's constituents.

Virginia State University  
Policies Manual

Title: University Facility Use and Cost Recovery Policy

Policy: 4200

4. Other Uses

Formal/informal events of a cultural and/or educational nature that are sponsored by groups not affiliated with the University and are open to the general public.

B. Scheduling

Scheduling of events is the sole responsibility of the University's Director of Conference Services. Scheduling of events will be done in accordance with use priority. Special circumstances may allow for deviation from the usage policy, and only authorized by the Office of Institutional Advancement or the President of the University. Requests for use of the facility will be considered provided space, technical equipment and staffs are available on the requested date.

The Anderson Turner Auditorium will not be available during official University holidays except when special permission is granted by the President.

It is expected that all events will be scheduled a minimum of four (4) weeks in advance.

C. Usage

Users of the Anderson Turner Auditorium will adhere to all regulations and policies as outlined in the contract agreement.

**Virtual EMS Master Calendar Policy**

All events as defined in this policy must be submitted through the Virtual Event Management System (EMS) Calendar. Any event not properly submitted and approved through EMS will be denied. EMS Building managers are assigned by the appropriate Vice President and have the authority to approve the use of event space under their assigned building management. To learn more about Virtual EMS, please contact the Office of Conference Services. See Attachment B for instructions on how to enter events using the EMS Calendar.

**University Calendar Policy**

The Virginia State University Calendar is only for events organized, hosted, sponsored or co-sponsored by VSU departments, colleges, and officially sanctioned student organizations. Events may be open to the general public or private events for VSU faculty, staff, students, and/or alumni. They may also be hosted on-campus or off-campus.

Virginia State University  
Policies Manual

Title: University Facility Use and Cost Recovery Policy

Policy: 4200

**Reference:**

University Facility Use and Cost Recovery Policy – Policy 5900 (vacated)

Approval By: \_\_\_\_\_



President

Date: \_\_\_\_\_

5/18/18

Virginia State University  
Policies Manual

Title: University Facility Use and Cost Recovery Policy

Policy: 4200

---

**Attachment A**

**Description**

**Responsible Officer**

Registration (Fall, Spring & Summer)  
Homecoming: King and Queen Ball,  
Cotillion Balls, Wives of Beaux Twenty  
Founder's Day Events  
Opening Convocations  
Opening Conferences  
Honors Convocation  
R.O.T.C. Day (Graduation)  
Home Athletic Events  
Career Day  
Homecoming Alumni Events

Office of the Provost  
Office of Student Success and Engagement  
  
Office of Institutional Advancement  
Office of the Provost  
Office of the Provost  
Honors Program  
Department of Military Science  
Department of Athletics  
Office of Student Success and Engagement  
Office of Institutional Advancement

## **Attachment B: University Calendar Submission Process**

Events must be submitted by a university calendar manager or through the “Add Event” icon on the Calendar Home Page. Events that do not meet the University Calendar Requirements may be sent back to the requestor for modifications or rejected. Personal events or solicitations are not allowed, and will be rejected. Please review the “University Communication Policy & the University Calendar Submission Guidelines” for further information on the event submission approval process.

VSU reserves the right to approve, reject, or make special considerations for an event submitted to the calendar.

### **University Calendar Submission Guidelines:**

#### **Before you submit**

- All space requests must be properly approved in Virtual EMS (vems.vsu.edu) before occupying the space and/or promoting the event in the calendar.
- Review the University Communication Policy for compliance.
- The event must be a VSU-affiliated event, per the VSU Calendar Policy.
- Confirm that all of your event information is current and accurate.
- PROOFREAD your event.
- Review some of the existing events in the Calendar to familiarize yourself with the general style and format for promoting events.

#### **Event Submission**

- Click on +Add Event and follow the event instructions provided in the Help Section of Master Calendar.
- Make sure you provide all required information, indicated by an asterisk (\*).

#### **Event Submission Deadline**

- At the discretion of the department / calendar manager.
- Recommendation: At least 30 days prior to the event.

#### **Event Approvals**

Using the “add event” icon submission does not guarantee that your event will be published to the VSU Calendar. All submitted events must be reviewed, and approved or rejected by the applicable department and/or calendar manager. When an event is submitted, the requestor will receive the following email notifications:

- An email confirming the event submission.
- An email confirming or denying event approval by the applicable department and/or calendar manager.
- Submitted events are moderated by Calendar Managers. If your event is not approved in three business days, please contact the appropriate calendar manager.

### **Files and Images**

- Do not include images that may be offensive, inappropriate, or in violation of copyright laws or VSU policies.
- Images should be appropriate for the event being submitted (e.g., portraits of speakers, photos of venues, or high quality promotional graphics).
- Uploaded documents should be no larger than 1MB.
- File type(s): Acceptable image and document file types include: .pdf, .doc, .xls, .jpg, .gif, and .png.
- Review the University Communication Policy for compliance.

### **Featured Events**

“Featured Events” are featured on the Calendar landing page. Designation as a Featured Event is at the discretion of the Calendar Manager. Bear in mind that Featured Events may be updated frequently with no guarantee of how long the event will be featured.

### **Withdrawing Events**

You may withdraw your event request from consideration at any time. Please contact the Calendar Manager to request that the event be removed from the calendar. Events that have been published to the calendar from Virtual EMS must be canceled from the Virtual EMS application.

### **Disclaimer**

The calendar has been designed to accurately reflect changes, corrections, and updates to events. Despite our best efforts, some information may be inaccurate. We regret any inconvenience experienced as a result of published inaccuracies to the calendar.