

Facility Use Policy

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Section 1: Purpose

This policy establishes guidelines for the use of Virginia Peninsula Community College (VPCC) facilities by both internal and external users. Its aim is to ensure that facility use aligns with the College's mission, protects the integrity of VPCC property, and maintains a safe and secure environment for all.

Section 2: Scope

- 2.1 The policy applies to all spaces and grounds on the VPCC campus, including academic spaces (classrooms and laboratories), non-academic spaces (meeting rooms, common areas, corridors, gathering spaces, theater, etc.), and exterior areas. Priority for facility use is given to activities directly related to VPCC's academic, workforce development, student services, cultural, recreational, and employee support programs and functions.
- 2.2 VPCC extends its facilities, as a community service, to state agencies, local governments, community groups, non-profit organizations, for-profit entities, and individuals. When available, these entities may request the use of college facilities for professional meetings or events.
- 2.3 This policy will establish criteria and restrictions for requesting the use of VPCC facilities. This policy also assigns responsibilities to the requesting or sponsoring individuals or groups.
- 2.4 This policy and associated procedures exclude small meetings taking place within an individual faculty or staff member's office or public gathering space.

Section 3: Definitions

3.1 Sponsor

A sponsor is VPCC employee or unit of VPCC employees that assumes responsibility for event coordination, facility preparation and cleanup, information technology and audio-visual support, and onsite oversight during an event or activity. Housekeeping, security, information technology, and audio-visual support that is routinely available for a college activity or event will be provided and funded by the College.

All events or activities scheduled in a college facility or space must be sponsored by a college employee or college unit, or responsibility will be assigned pursuant to a signed VCCS Facilities Use Agreement that obligates the third-party user(s) to comply with the College's requirements, rules, and regulations.

College sponsors must have permission from a supervisor at the dean/director level, or above, to provide oversight for an onsite event or activity. Fees may be charged to the third-party user or unit sponsoring the event or activity for any services or equipment requested that are not routinely available for a college activity or event, in accordance with the associated procedures.

3.2 Unit Sponsored Events or Activities

Unit Sponsored Events are meetings, activities, or events sponsored by an employee or unit and designed for current employees or currently enrolled students and invited guests only. These meetings, activities, and events may be held without use fees. All responsibilities for event coordination, facility preparation and cleanup, information technology and audio-visual support, and onsite oversight during the event are assumed by the sponsoring individual employee or collective unit, and sponsoring individual or collective unit may be charged a fee(s) for services that extend beyond those routinely provided by the College in accordance with the associated procedures. Supervisor approval is not required unless individuals not employed by the College or actively enrolled as a student are invited.

Units may sponsor meetings, activities, and events that involve external organizations, agencies, or individuals who are not current employees of the College or currently enrolled students, provided they have been determined to advance the mission of the College. Approval from the unit's cabinet level leader is required and a sponsoring unit representative must be present during the event.

If the event is organized by an external party, a unit may sponsor the event if the event is determined to advance the College mission. A VCCS Facilities Use Agreement must be signed by the external party. Use fees will be waived for sponsored event; however, fees for certain additional services that are not routinely provided by the College, will be assessed in accordance with the associated procedures.

College-wide, large-scale events must follow guidelines outlined in 155.01 Evaluating Return on Investment Procedure.

3.3 College-Sponsored Events or Activities

College-Sponsored Events are meetings, activities, or events sponsored by the College for the purpose of advancing the mission of the College. These events or activities include conferences,

banquets, fund-raising events that benefit the College, and peer-group meetings with external organizations, agencies, or associations. College-sponsored events or activities require the approval of the College President or their designee. Fees may be waived and all responsibilities for event coordination, facility preparation and cleanup, information technology, audio-visual support, and onsite oversight of the event are provided by the College.

If the event is organized by an external party, the College may sponsor the event if the event is determined to advance the College mission. A VCCS Facilities Use Agreement must be signed by the external party. Use fees will be waived for sponsored events; however, fees for certain additional services that are not routinely provided by the College, will be assessed in accordance with the associated procedures.

3.4 External, Non-Sponsored Events or Activities

External, Non-Sponsored Events include any meetings, activities, or events that are not sponsored by college employees or collective college unit. External organizations, agencies, or individuals may request the use of, or rent, VCCS facilities, when space is available. An advance reservation process with a signed VCCS Facilities Use Agreement is required, and a use fee, as well as fees for certain additional services, will be charged.

Section 4: Process

4.1 Accountability

Groups and individuals participating in the facility use activities are accountable for compliance with the provisions of this policy. Violations of this policy may be grounds for disciplinary action against students and employees. Violations of this policy also constitute grounds for revocation of the user's facility use. Individuals or groups who invite non-college participants may be held accountable for such participants' compliance with this policy.

No illegal activity is permitted at events.

4.2 Designee

All meetings, activities, or events must designate someone onsite, or immediately available throughout the event, who is responsible for ensuring compliance with facility use rules.

4.3 Agreement

External, non-sponsored events or activities must follow an advance reservation process and sign a written VCCS Facilities Use Agreement. Fees will be applied based on the nature of the request.

The VCCS Facilities Use Agreement must include specified times and identified locations for the reserved use. Such reservation must include an agreement to follow college facility use rules and to comply with all federal, state, and local laws. The reserving individual must acknowledge these obligations and agree to comply.

4.4 Criteria and Restrictions for Facility Use

- 4.4.1 The factors governing the use of college facilities include congruence with the College mission, availability of facilities, safety considerations, insurance considerations, potential for abuse, and demands on infrastructure. The College reserves the right to refuse the use of its facilities to any organization or individual.
- 4.4.2 College facilities and resources will not be used in support of partisan political events, religious functions, personal events, or external fundraising.
- 4.4.3 College facilities must be used in a manner consistent with their intended purpose, and in a safe and professional manner, to ensure a safe and collegiate environment is maintained.
- 4.4.4 The College reserves the right to restrict access to land and buildings to protect individuals, property, and equipment. The College reserves the right to deny any request that would be disruptive to classroom instruction or normal operations.
- 4.4.5 Disrupting or obstructing the normal learning or work environments of other members of the College community or the functions or activities of the College (as well as activities conducted on the College's property with its permission) is prohibited. Examples include blocking entrances, corridors or exits; interfering with ongoing educational activities, cultural events, or recreational, extracurricular or athletic programs; unauthorized presence in a building; interfering with vehicular or pedestrian traffic; creating unsanitary conditions; and interfering with any other effort to protect the health and safety of members of the College community or larger public.
- 4.4.6 Masking to conceal identity is unlawful on property owned or under the control of the College. Consistent with Virginia Code § 18.2-422, any individual who is present on college property or attending a college event who is wearing a mask, hood, or other device whereby a substantial portion of the face is hidden or covered so as to conceal the identity of the wearer, must present a valid college or government issued identification document containing both the person's legal name and photograph when requested by any member of the VPCC Department of Police, Safety, and Security and/or any authorized VPPC faculty and staff member or otherwise establish the individual's identity. After establishing the person's identity, they shall be required to remain unmasked while on college-controlled property or while attending the College event unless a provision cited in Virginia Code § 18.2-422 applies. Failure to comply with this requirement may result in dismissal from the property or attendance at the event, issuance of a notice of trespass from college property or the College event, and/or arrest. Failure to comply may also result in immediate cancellation of the event, dismissal from the property or the event and forfeiture of all fees. If the failure to comply involves a student and/or employee, they may face disciplinary action in accordance with appropriate codes or conduct, policies, and procedures.
- 4.4.7 In the event of an emergency, all guests are to follow the directions of the event management staff and college emergency personnel. During a fire alarm, all persons

must exit the building quickly and orderly through the nearest exit and proceed to a location a safe distance from the facility, as directed by college staff and/or emergency personnel. Individuals or organizations which fail to leave during an evacuation risk losing event/facility request/reservation privileges.

- 4.4.8 The College reserves the right to cancel any and all events, rentals, and/or authorized uses without notice in order to support college health, safety, and/or security measures.
- 4.4.9 In accordance with Virginia administrative code § 18.2-283.2, weapons are prohibited in facilities owned and/or under the control of the College.

4.5 Approvals

All facility use requests shall follow VPCC Facility Use Procedures. Facility use requests must be approved by a designated college official, regardless of the type of event. The facility use request process will be coordinated centrally in accordance with Facility Use Procedures.

- 4.5.1 Academic Spaces- All facility use requests for academic spaces shall be approved by the Vice President for Academic Affairs, or their designee(s). Academic spaces are typically used for lectures, labs, and other instruction.
- 4.5.2 Workforce Development Spaces- All facility use requests for workforce development spaces shall be approved by the Vice President for Workforce Development and Innovation, or their designee(s). Workforce Development Spaces are those spaces typically utilized by, owned, or operated by the division of Workforce Development and Innovation.
- 4.5.3 Mary T. Christian Theatre - All facility use requests for the theatre shall be approved by the Vice President for Institutional Effectiveness and Transformation, or their designee(s).
- 4.5.4 Student Success Spaces- All facility use requests for student engagement spaces shall be approved by the Vice President for Enrollment Management and Student Success (EMSS), or their designee(s). Student engagement spaces are those spaces typically utilized by current students or the EMSS staff for engagement or recruitment events (e.g. Gators Cafe, Kecoughtan Hall, Historic Triangle Cafe, etc.).
- 4.5.5 Executive Meeting Spaces - All facility use requests for conference rooms or convening spaces within the Executive Suites shall be approved by the President of the College or their designee(s).
- 4.5.6 Other Spaces- Facility use requests for all other spaces, including the outside grounds, not described in 4.6.1 through 4.6.5 shall be approved by the Vice President of Finance and Administration, or their designee(s).

4.6 Alcoholic Beverages at Events

- 4.6.1 Alcoholic beverages will not be permitted at external, non-sponsored meetings or events.

- 4.6.2 The consumption of alcoholic beverages is only permitted at sponsored events and with the approval of the College President or their designee. A qualified sponsor for an event during which alcohol will be served will be a full-time employee of the College.
- 4.6.3 It is the responsibility of every member of the College community to know the risks associated with consumption of alcoholic beverages. This responsibility obligates students and employees to be aware of relevant college policies and federal, state, and local laws, and to conduct themselves in accordance with these laws and policies.
- 4.6.4 No person under the age of 21 is permitted to consume alcoholic beverages at any function on college-owned/controlled property or college-sponsored functions.

4.7 **Camping Tent.**

In accordance with VCCS guidance, the construction or occupation of a Camping Tent is prohibited. See Addendum A for additional details.

4.8 **Revenue and Fees.**

Facility use fees enable the College to recover all direct and indirect expenses incurred in support of meetings, activities, and events. All facility use fees will be collected by a central coordinating Department (the Department) within the College as defined by the Facility Use Procedure. The Department will reimburse any other college department(s) providing support services not routinely available for the meeting or event.

The Department will support all events requiring a Facility Use Agreement for the College and may negotiate customized facility use agreements with external organizations, agencies, or individuals including extended use agreements.

Section 5: References

- 5.1 101.00.A VCCS Guidance on Camping Tent
- 5.2 101.00.B VCCS Facilities Use Agreement
- 5.3 155.01 Evaluating Return on Investment Procedure
- 5.4 155.01.A Event Planning ROI Worksheet
- 5.5 155.01.B Event Planning AAR Worksheet
- 5.6 Code of Virginia § 18.2-422 Prohibition of wearing of masks in certain places; exceptions; penalty.
- 5.7 Code of Virginia § 18.2-283.2. Carrying a firearm or explosive material within Capitol Square and the surrounding area, into a building owned or leased by the Commonwealth, etc.; penalty.

Section 6: Schedule for Reviews

The ultimate responsibility for the organized control of facility use rests with the President; however, for effective application of this policy, coordinating authority for meetings and events has been delegated to

the VPCC Workforce Development and Innovation Division. The Vice President for Workforce Development & Innovation shall review this policy, including the standard fees, annually and make updates, as needed.

Section 7: Effective Date and Approval

This policy, version 1 of 1, becomes effective upon approval by College President, Dr. Towuanna Porter Brannon on August 21, 2026.

Initial review of this policy will occur on or around August 21, 2027.

Section 8: Review and Revision History

Version	Date	Description of Change	Reviewed by	Approved by
1	08/21/2026	Initial draft proposed by M. Todd Estes, Vice President of Workforce Development and Innovation and the Facility Use Policy Writing Team.	College Council, College Support Staff Association, Council of Mid-Level Managers, Faculty Senate, VPCC Executive Cabinet	Dr. Towuanna Porter Brannon, College President