

**VCU Campus Scheduling Services  
Division of Facilities Management**

**Space Rental Guidelines and Procedures**

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## **I. General Guidelines**

Campus Scheduling Services (CSS) schedules and operates a variety of spaces around campus. The goal of CSS is to accommodate meetings, events, and other functions whenever possible, and to make the process of reserving space on campus as easy as possible. Each scheduling area operated and/or scheduled by CSS has a unique set of operation provisions, as outlined in this document. Failure to follow these or any other published policies, procedures, or guidelines for the use of CSS managed spaces may result in cancellation of reservations, denial of reservation privileges, requirement of CSS supervision at client expense, and/or other university sanctions as approved by appropriate university authorities.

- A. Any use of CSS operated or managed facilities for the purpose of a meeting, event, or function requires a Confirmation and must follow the general policies, procedures and guidelines outlined in this document and on their Confirmation.
- B. CSS accepts requests from student organizations, university departments, university affiliates, and non-university groups/individuals.
  1. Those who are a member of a VCU student organization, or a faculty/staff member of a VCU department, should submit requests through Virtual EMS at [campusems.vcu.edu](http://campusems.vcu.edu).
  2. Those who are submitting a space request on behalf of a VCU affiliate, non-university group, or individual should fill out the request form located at [scheduling.vcu.edu](http://scheduling.vcu.edu).

## **II. Campus Scheduling Services Managed Spaces**

CSS manages scheduling for various spaces on both campuses, including, but not limited to: Monroe Park Campus Academic Space – Harris Hall, Oliver Hall (Education Wing), the Temple Building, Hibbs Hall, Academic Learning Commons, and the 500 Academic Centre; Campus Outdoor Spaces – Compass, Park Plaza, Harris Hall Lawn, Larrick Compass, Patterson Memorial Garden and Bear Hall Lawn; and the VCU Scott House and MCV Alumni House.

- A. Monroe Park Campus Academic Space

CSS has a shared space agreement with the Registrar's Office on the use of academic space on the Monroe Park Campus. All requests, with the exception of academic classes, are to come through CSS.

  1. Process for Requests
    - a. VCU student organization members, and VCU faculty and staff are required to submit a Virtual EMS request to begin the reservation process. Once a request is submitted CSS will process the reservation and send a Facility Use Agreement. Space is not considered booked until a Facility Use Agreement is received with a Confirmed – FINAL status. The rules outlined on the Facility Use Agreement, as well as the rules in this document, are required to be adhered to at all times.

- b. Non-university groups and individuals are required to submit an event request form at [scheduling.vcu.edu](http://scheduling.vcu.edu). Once a request is submitted CSS will process the reservation and send a Facility Use Agreement. Space is not considered booked until a Facility Use Agreement is received with a Confirmed – FINAL status. The rules outlined on the Facility Use Agreement, as well as the rules in this document, are required to be adhered to at all times.
  - c. As the primary mission of academic space is for instructional learning, reservations for student organizations are only allowed on Friday (after 5:00pm), Saturday, and Sunday, which is when classes are not in session. Departments may request space during the week, however all requests during the week will be vetted for approval.
  - d. All requests for academic spaces must be submitted at least 14 days in advance of the reservation.
  - e. Clients are required to read the Facility Use Agreement carefully to ensure that all services needed are listed. All costs on the Facility Use Agreement are estimates. If a meeting requires changes to rooms, equipment, or labor, the final charges will be adjusted accordingly.
2. Reservation Timeline
- a. All requests for academic space, regardless of the requestors VCU affiliation, will be accepted after the last day of add/drop for the semester in which the reservation is taking place.
  - b. Special requests to override this rule can be emailed to [css@vcu.edu](mailto:css@vcu.edu), however these requests are only honored for critical events, and are still subject to being overridden by a class until add/drop is over.
3. Rules for Use
- a. There is to be absolutely no food served or consumed in an academic classroom. Some of the academic buildings have large lobby areas where food is allowed. Email your scheduler, or [css@vcu.edu](mailto:css@vcu.edu) to inquire about lobby use.
  - b. Academic spaces are to be returned to the setup in which the room is found. Clients should notify their scheduler of any attended rearrangements, so that it can be approved. All setups must be up to fire code, and no egresses may be obstructed.
  - c. All trash is to be disposed of in proper receptacles.
  - d. Cash collection in academic spaces is prohibited without the presence of a VCU Police officer. Police coverage can be requested through your scheduler. Credit card transactions on site are permissible without the presence of an officer.

- e. As all academic rooms are in instructional buildings, CSS and the Registrar reserve the right to deny any event that may cause interference with academic activities.
4. Charges
    - a. Rates are established for these spaces in the Academic Space Rate Sheet document.
      - a. Rates are only charged to VCU Student Groups or Departments in the scenario where money is being charged at the event.
        - i. The only time the fee is waived for an event is when the money is being donated to a non-profit. A receipt of donation will be required.
      - b. Rates are always charged to non-university groups.
  5. Special Spaces
    - a. Harris Hall, Hibbs Hall, Oliver Hall and Temple are readily available for reservations for most groups for most activities.
    - b. The Academic Learning Commons is considered a special space. It is available for department use for most events, but is only available to student organizations if the following criteria are met:
      - a. The meeting or event absolutely cannot be accommodated in one of the other buildings.
      - b. The group verifies it has funding to pay for a staff member to be present during the entire activity.
      - c. The group signs the Facility Use Agreement, which lists all rules of the space.
  6. Additional services, such as media support, furniture rental, housekeeping, and on-site staffing should be coordinated through CSS. Fees for additional services will likely apply.
- B. Campus Outdoor spaces
- CSS works with other departments to ensure that outdoor spaces on campus are used properly and efficiently. Many of these spaces are unique, some serve as major thoroughfares through campus, others are lawns which only allow specific activities. It is important to remember that when requesting one of these spaces that rules specific to that space may apply, in addition to the general rules below.
1. Process for Requests
    - a. VCU student organization members, and VCU faculty and staff are required to submit a Virtual EMS request to begin the reservation process. Once a request is submitted CSS will process the reservation and send a Facility Use Agreement. Space is not considered booked until a Facility Use Agreement is received with a Confirmed – FINAL

status. The rules outlined on the Facility Use Agreement, as well as the rules in this document, are required to be adhered to at all times.

- b. Non-university groups and individuals are required to submit an event request form on [scheduling.vcu.edu](http://scheduling.vcu.edu). Once a request is submitted CSS will process the reservation and send a Facility Use Agreement. Space is not considered booked until a Facility Use Agreement is received with a Confirmed – FINAL status. The rules outlined on the Facility Use Agreement, as well as the rules in this document, are required to be adhered to at all times.
  - a. Non-university groups are required to furnish a certificate of insurance. A Facility Use Agreement will not be sent until a certificate of insurance is received.
  - c. All requests for outdoor spaces must be submitted at least 14 days in advance of the reservation.
  - d. Clients are required to read the Facility Use Agreement carefully to ensure that all services needed are listed. All costs on the Facility Use Agreement are estimates. If an event requires changes to locations, equipment or labor, the final charges will be adjusted accordingly.

## 2. Reservation Timeline

- a. All requests for outdoor space, regardless of requestors VCU affiliation, will be accepted up to 1 year in advance.

## 3. Rules for Use

- a. Events with amplified sound will be permitted only from 12:00 – 1:00 p.m. Monday through Friday. Events on Friday evening after 5:00 p.m., Saturdays and Sundays will be permitted on a case by case basis.
- b. All space setups are to be approved by a CSS scheduler. As many outdoor spaces are major thoroughfares through campus it is incredibly important that the flow of foot traffic is not obstructed. It is also critical that any setups do not impede the egress from any nearby buildings. Setups in violation of these rules will be asked to rearrange.
- c. All trash is to be disposed of in proper receptacles.
- d. Cash collection in outdoor areas is prohibited without the presence of a VCU Police officer. Police coverage can be requested through your scheduler. Credit card transactions on site are permissible without the presence of an officer.
- e. For setups in the Compass, all items brought by the client must be setup on the sides of the Compass. No items are to be set on the center bricks. This is especially important for vehicles, as they can cause damage.

## 4. Charges

- a. Rates are established for these spaces in the Academic Space Rate Sheet document
  - a. Rates are only charged to VCU Student Groups or Departments in the scenario where money is being charged at the event.
    - i. The only time the fee is waived for an event is when the money is being donated to a non-profit. A receipt of donation will be required.
  - b. Rates are always charged to non-university groups.
5. Additional services, such as media support, furniture rental, housekeeping, and on-site staffing should be coordinated through CSS. Fees for additional services will likely apply.

### **III. Alcohol**

- A. Alcohol is not permitted in any CSS managed facility or at any event unless provided through a licensed vendor. The unauthorized possession, distribution, consumption, or sales of alcohol will result in action by the VCU Police.
- B. Events at which alcohol will be served must conform to state law and University regulations regarding the sale and/or service of alcohol in campus facilities. Refer to the Procedures for Consumption and Distribution of Alcohol at University Events.
- C. An Alcohol Authorization Agreement form must be completed and signed by the appropriate University officials 30 days prior to the event. This agreement can be found at [scheduling.vcu.edu/faq](http://scheduling.vcu.edu/faq).

*\*Requests for exceptions to any of the above guidelines, procedures, and/or rules are to be emailed to [css@vcu.edu](mailto:css@vcu.edu)*