

PIEDMONT VIRGINIA COMMUNITY COLLEGE

II – ADMINISTRATIVE POLICIES (GENERAL)

II – 100.0 USE OF FACILITIES BY OUTSIDE GROUPS

Policy #:	II – 100.0
Effective:	
Revised:	8/5/08
	4/21/09
Responsible Dept.:	VPFAS

As a service to the community, PVCC will permit other state agencies and community groups to request the use of college facilities (buildings, athletic facilities, parking lots, outside terraces and grounds) for meetings and other events on a space available basis. The following procedures will govern the use of college facilities:

1. Priorities for the use of college facilities are as follows:
 - a. Instructional programs of the college.
 - b. Student services activities.
 - c. College-sponsored non-academic events or activities.
 - d. College-related activities including fairs and professional meetings arranged by PVCC faculty and staff.
 - e. Other state agencies or employee associations.
 - f. Non-profit events or activities sponsored by community groups and organizations within the geographical area served by the college.
 - g. For-profit businesses and organizations whose request is consistent with the college's mission.

2. Non-College Groups and Organizations
 - a. Non-college groups requesting use of facilities for training purposes should contact Workforce Services at 434.961.5495.
 - b. [Applications for use of facilities](#) by non-college groups and organizations for purposes other than training should be received by the office of the Vice President for Finance and Administrative Services not less than ten (10) working days prior to the date of the program or event.
 - c. Facilities can only be reserved for non-college groups and organizations within the current academic semester.
 - d. Review of space availability can begin only after the application is completed, signed and received by the college. The college cannot reserve space without these forms.
 - e. Applications from non-college groups must be approved by the Vice President for Finance and Administrative Services before the space is considered reserved. Groups seeking training facilities will be approved by the Dean of Workforce Services.
 - f. The non-college applicant must provide:
 - i. Assurance that he/she is an authorized agent of the organization or group.
 - ii. A completed 'Application for use of facilities' form.
 - iii. Adequate safety precautions for participants and property.
 - iv. Non-profit organizations are required to furnish proof of incorporation with 501 (c) 3 status or other appropriate documentation.
 - v. All necessary permits required by local and state governments.
 - g. All damages to college property will be the responsibility of the organization or sponsoring group involved in the program or activity.
 - h. The college does not endorse any sectarian or political groups or organizations. Such groups may not indicate or imply that the group is sponsored by or affiliated with PVCC. Violation of this provision may result in cancellation of the reservation.
 - i. The college does not provide catering services. Non-college groups will need to coordinate catering with an outside vendor or Littlejohn's Deli, located on campus.

- j. The non-college group or organization shall ensure that the area is cleaned after the event and that furniture or equipment is returned to its original setting. If it is necessary for the college to clean the area, the non-college group shall receive a bill for the cost involved.

3. Fee Schedules

- a. PVCC offers space at the following rates. These rates may be waived by the Vice President for Finance & Administrative Services for non-profit organizations; however, donations to the PVCC Educational Foundation or to PVCC Local Funds are accepted, when appropriate. In cases where the sponsoring organization is charging a fee for the activity, the college will generally not waive the rental charge.

FACILITY	SET UP	CAPACITY	FULL DAY RATE	½ DAY RATE (LESS THAN 4 HOURS)
Auditorium – Room 229	Theater style	124	\$200	\$100
Classrooms	Varies	Varies	\$100.00	\$50.00
Computer Labs *Existing software only – no software installation/downloads	Computer Lab Setting with instructor station	Varies	\$100 per computer per day. (\$1,000 maximum)	\$50 per computer (\$500 maximum)
Lecture Hall – Room 835	Tiered Classroom with fixed seating	80	\$200	\$100
North Mall Meeting Room	Flexible	Varies – maximum of 48	\$150	\$75
President’s Conference Room	Conference Style	10	\$50	\$25
W.A. Pace Board Room	Conference Style	16	\$100	\$50

* Additional fees may apply for required personnel or equipment requests.

- b. Payment is due within seven days of receipt of approved application.
- c. Groups will ensure that the area used (including restrooms) is cleaned after the event. If it is necessary for the college to clean the area, the group will receive a bill. Costs will be based on manpower and materials used. It is agreed that the group will observe all PVCC regulations and will exercise the utmost care in the use of the college’s facilities.

4. Use of Athletic Facilities

- a. Requests for the use of outside athletic facilities will be forwarded to the Coordinator of Student Activities, who will determine availability.
- b. The Coordinator of Student Activities will notify the Dean of Student Services and the Vice President for Finance and Administrative Services of the events which have been approved.
- c. Requests which are questionable as related to propriety of event will be referred to the Vice President for Finance and Administrative Services for a decision.
- d. PVCC offers athletic facilities at the following rates. These rates may be waived by the Vice President for Finance & Administrative Services for non-profit organizations;

however, donations to the PVCC Educational Foundation or to PVCC Local Funds are accepted, when appropriate. In cases where the sponsoring organization is charging a fee for the activity, the college will generally not waive the rental charge.

e. Athletic Field Fee Schedule:

ATHLETIC FIELD / AREA	FULL DAY RATE	½ DAY RATE (LESS THAN 4 HOURS)
Basketball Court	\$6 per hour	\$6 per hour
Cross Country Trail	No charge	No charge
Softball Field(s)	\$10 per game	\$10 per game
Tennis Court(s)	\$6 per hour, per court	\$6 per hour, per court
Soccer Field(s)	\$10 per hour	\$10 per hour

5. Use of the V. Earl Dickinson Building

a. Facility space, with specifications, available for rental:

- i. **Proscenium Theatre:** 500-seat, acoustic proscenium thrust, 40' x 50' stage wing theatre. Stage apron can lower into a 20-piece orchestra pit. Stage floor is sprung for all types of dance. Tension-wire grid lighting system is fully equipped. High resolution digital VCR and DVD projector can accommodate multi-media presentations. Green room containing lounge, dressing rooms, restrooms and showers, serves both theatres.
- ii. **Black-Box Theatre:** 50 (max)-seat multi-purpose use theatre. Contains blacks for all four walls, lighting grid, and sound system. Dimensions are 32' x 38'.
- iii. **Lakeside Amphitheatre:** 750-plus seat mixture of lawn and stone step amphitheatre on the Dickinson building's west side. Protruding into a 3-acre swan lake, the oval stage dimensions are 20' x 40'. Electric power is available.
- iv. **Art Galleries:** Two separate, fully secure HVAC galleries, each 10' x 50' with one-sided floor to ceiling glass walls.
- v. **Reception & Common Areas:** A rectangular, 15' x 90' hall with catering pantry and floor to ceiling glass walls. Flanked by an accessible 10' x 75' outdoor patio balcony overlooking amphitheatre and swan lake.

- b. For booking information and facility availability, please contact the Arts Coordinator/Technical Theater Director, at (434) 961-5374. In order for an event to be considered for approval, a [General Reservation Policy/Application for the Dickinson Building](#) must be submitted.