



Piedmont Virginia Community

Section II – General Administrative Services Policy

II – 100.0 Facility Use Policy

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| Policy #: | II – 100.0 |
| Effective: | October 10, 2019 |
| Last Revised: | November 4, 2024 |
| Responsible Dept: | Office of the Vice President of Finance & Administrative Services |

1. Purpose

This policy provides clear guidelines and procedures for requesting and obtaining permission to use Piedmont Virginia Community College's (PVCC) facilities, including academic and non-academic spaces and exterior areas on campus. Its primary goal is to ensure that the facility is utilized appropriately and in compliance with the College's policies and objectives.

2. Policy Statement

The Facility Use Policy details the procedures that will govern the use of college facilities.

3. General Information

Campus Facilities

PVCC facilities are primarily dedicated to instruction. The college's mission of serving our students is PVCC's top priority. Use of College facilities to support the delivery of academic and workforce programs is the highest priority, followed by use for college-sponsored student activities. However, PVCC makes its facilities available to non-profit organizations in the college's service region and state agencies for meetings or other events on a space available basis.

The following college facilities are available as space permits and subject to the other terms and conditions of this policy:

- Main Building – Various classrooms, various computer labs, auditorium, North Mall meeting room, Pace board room
- Giuseppe Center – Community room, catering kitchen, conference room, various classrooms
- Dickinson Building – Various classrooms, main stage, black box, commons, patio
- Athletic Facilities – Basketball court, tennis courts, soccer fields
- Bolick Center – Available Fall 2025. Contact our Program Director, Arts and Community Events, at (434) 961-5374 or bolickevents@pvcc.edu for more information.



Availability of Facilities

The college reserves the right to cancel a scheduled facility reservation should the college require use of the space. Organizations seeking a guaranteed venue that cannot be cancelled should seek to reserve facilities elsewhere. If PVCC must cancel a facility reservation, the college will try to relocate the event to another PVCC area or reschedule within 30 days based on facilities availability.

Facilities are not available on legal or college holidays. Events cannot interfere with the normal operation or educational programs of the college. **The use of college facilities will be automatically cancelled when the college is closed for any reason, including inclement weather. Closings will be posted on the college's website (www.pvcc.edu).**

4. Procedures for Implementation

The [Facilities Request Form](#) must be completed, submitted, and approved by the Vice President of Finances and Administrative Services to reserve space at any of the PVCC locations. Completed forms must be submitted at least 30 calendar days ahead of the scheduled event. Submission of the Facilities Request Form acknowledges that the organization requesting the facility has read PVCC's Facility Use Policy and agrees to abide by the policy.

An email confirmation including the request details will be sent to the requesting agency within 7 days of receiving the completed request. Individual PVCC faculty and staff members do not have the authority to grant facility usage requests. Verbal reservations are not binding. Reservations should be submitted at least 30 days prior to a desired event.

Organizations may be required to provide a \$1M certificate of insurance with PVCC added as an additional insured agency. Also, some events may require permits to be obtained from designated state agencies.

Additionally, please note that PVCC has a separate "Policy on Expressive Activity" which is available online at [Expressive Activity](#). As noted in the policy, "expressive activity" is defined as follows:

- Meetings and other group activities of students and student organizations.
- Speeches, performances, demonstrations, rallies, vigils, and other events by students, student organizations, and outside groups invited by student organizations.
- Distributions of literature, such as leaflets and pamphlets; and
- Any other expression protected by the First Amendment to the U.S. Constitution.

The "Policy on Expressive Activity" provides guidelines for such activities in relation to use of college facilities and the process for submitting a facility request for Expressive Activity.

5. Criteria Used for Approval of Requests

In general, requests for space are eligible for approval if:

- the organization is a state agency of the Commonwealth of Virginia, a Federal or Local agency, or
- the sponsoring organization is a public agency or a non-profit §501(c)(3) or §501(c)(4) private organization, including state employee associations as defined in Executive Memorandum 2-93, Use of State Agencies and Institutions' Meeting Rooms by State Employee Associations, and



- the function planned does not duplicate or conflict with the College programs or the College mission; does not interfere with normal college operations or with public access to college buildings; does not violate any laws, leases, or other contracts; and the activity is compatible with the safety and security of the college community, and
- a suitable space is available, and the college can accommodate the arrangements requested.

PVCC reserves the right to impose reasonable additional conditions on specific requests to assure compliance with Commonwealth, Virginia Community College System, or college policies and regulations, and to reject an application from an organization or group that has previously misused facilities or breached an agreement.

6. Terms of Use

- a. The event client must agree to indemnify and hold harmless PVCC from any loss, damage, liability expense, claim, or demand that may arise because of the sponsor utilizing college facilities (state agencies are exempt from this provision).
- b. An inspection of the facility will be made by PVCC before and after the event. It is expected that the property and facilities shall be returned in the same condition as found. The client's property and equipment must be removed from college facilities immediately following the event.
- c. The event client will be financially responsible for any damage from the event and will be charged for the replacement cost (based on pricing obtained by PVCC) for damaged or removed property.
- d. All PVCC buildings are smoke free. Smoking is permitted outside at smoking receptacle areas at least 25' from building entrances.
- e. PVCC does not provide any copier, phone or fax services, flipcharts for seminars or workshops, and/or clerical services.
- f. All events will begin no earlier than 8:00 a.m. and must end by 11:00 p.m. (including clean-up).
- g. All events must have an institution-affiliated sponsor or be pursuant to a signed facility use and/or rental agreement with an external third-party user that obligates the third-party user to comply with the College's use rules. Both institution-affiliated and external third-party users must designate someone onsite or immediately available throughout the event who is responsible for ensuring compliance with use rules.
- h. Availability of certain locations may be limited or restricted during instructional time.
- i. An advance reservation process with a written agreement is required. The 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.
- j. Event sponsor and all attendees/participants at scheduled events must adhere to all PVCC policies, including but not limited to policies regarding weapons, alcohol, tobacco, drugs, sexual misconduct, and sexual harassment.
- k. Groups and individuals participating in the facility use activities are accountable for compliance with 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 permit. Individuals or groups who invite non-College participants may be held accountable for such participants' compliance with this policy.

- l. No illegal activity is permitted at events.
- m. Disrupting or obstructing the normal learning, living, 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 after normal closing hours or after notice that the building is being closed; 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.
- n. The construction or occupation of a Camping Tent is prohibited.
- o. "Camping Tent" means any collapsible tent or structure, typically having as its basic components a flexible material supported by a framework, designed, intended, or used as temporary shelter while camping or on recreational outdoor outings. Camping Tents may include tents known as "pup tents," "dome tents," "cabin tents," "hiker tents," and "backpacking tents."
- p. A "Camping Tent" does not include a tent with all sides entirely open and where there is an unobstructed view into such tent from the outside at all angles.
- q. All tents require advance approval through the facility use approval process. Only Event Tents shall be permitted to remain on the property overnight. All other tents of any type must be removed no later than 11 p.m.
- r. An "Event Tent" is a non-Camping Tent and is not less than 400 square feet or a tent that requires skilled or professional installation and removal.
- s. Event Tents must comply with all other Piedmont Virginia Community College policies.
- t. Event Tents may not be occupied or used between 11:00 p.m. and 6:00 a.m.
- u. Camping is prohibited on property owned, leased, or operated by the College, Virginia Community College System, or their foundations.
- v. "Camping" means the act of using any part of the property or facilities for living accommodation purposes, such as establishment of temporary or permanent living quarters, sleeping outdoors overnight or making preparations for overnight sleeping (including the laying down of bedding), storing personal belongings, using any tent, shelter, or similar structure regardless of size for sleeping; sleeping in, on, or under parked vehicles, or setting up temporary or permanent sleeping areas outdoors or in structures not designated for human occupancy.
- w. "Camping" does not include the use of College, Virginia Community College System, or their foundations' property that has been wholly or partially designated as sleeping or relaxation areas; a tailgating activity in conjunction with a College, Virginia Community College System, or foundation event; or the use of temporary hammocks or lounge furniture on College, Virginia Community College System, or foundation-owned property for recreation or studying activities outdoors during the hours of 6:00 a.m. and 11:00 p.m.



- x. These prohibitions shall not apply to the College, Virginia Community College System Office, or the College or System foundations or to non-camping tents erected for their use.
- y. These prohibitions shall not apply to federal, state, or local governments or their agencies or to non-camping tents erected for their use.
- z. Payment is due within seven days of receipt of the approved Facilities Use Agreement.

7. Fees

All facility rental Fees for federal, state, or local government organizations (including area public schools) or non-profit organizations (§501(c)(3) and §501(c)(4) organizations) are in **Appendix A**.

8. Event Promotion

Sponsoring colleges, community organizations, or outside groups using PVCC facilities may not use the PVCC name in association with the external program to state or imply PVCC sponsorship, cooperative programming, or endorsement.

9. Food and Beverages

Food and refreshments may be served in certain facilities. Alcoholic beverages **are prohibited** on the PVCC campus (except in accordance with PVCC Policy II – 1.0).

10. Parking

Ample parking is available around the PVCC Campus. Handicap spaces are clearly marked and should be utilized only by vehicles bearing an official handicapped permit designation.

11. Event Signage

Any signage that the event sponsor proposes to place on campus to promote the event, as well as the proposed location of the signage, must be approved in advance by the College. Signage should be submitted for review at least 10 days prior to the event. Any approved paper signage (interior and exterior) must be removed promptly at the end of the event.



APPENDIX A

Rental Fees

Main Building

| SPACE | SETUP | CAPACITY | FULL DAY RATE | ½ DAY RATE (LESS THAN 4 HOURS) |
|--|--|----------|---------------|--------------------------------|
| Auditorium - Room 229 | Theater style | 124 | \$250 | \$125 |
| Classrooms | Varies | Varies | \$200 | \$100 |
| Computer Labs *Existing software only - no software installation or downloads | Computer Lab Setting with instructor station | Varies | \$200 | \$100 |
| Lecture Hall - Room 835 | Tiered Classroom with fixed seating | 80 | \$250 | \$125 |
| North Mall Meeting Room | Flexible | 48 | \$250 | \$125 |
| W.A. Pace Board Room | Conference Style | 16 | \$150 | \$75 |

HOURLY FEES

Fees will be assessed as required. Users will be notified in advance of additional fees.

| Position | Hourly Rate | Overtime Hourly Rate |
|---------------------|-------------|----------------------|
| Security | \$50 | \$75 |
| Custodial | \$40 | \$60 |
| Computer Technician | \$50 | \$75 |



APPENDIX A

Rental Fees

Athletic Fields

| ATHLETIC FIELD/AREA | RATE |
|---------------------|-----------|
| Basketball Court | \$20/Hour |
| Tennis Court(s) | \$20/Hour |
| Soccer Field(s) | \$30/Hour |

HOURLY FEES

Fees will be assessed as required. Users will be notified in advance of additional fees.

| Position | Hourly Rate | Overtime Hourly Rate |
|-----------|-------------|----------------------|
| Security | \$50 | \$75 |
| Custodial | \$40 | \$60 |



APPENDIX A

Rental Fees

Giuseppe Center

| SPACE | SETUP | CAPACITY | FULL DAY RATE | ½ DAY RATE (LESS THAN 4 HOURS) |
|--|------------------|----------|---------------|--------------------------------|
| Mark Fried Community Room | Varies | 255 | \$250 | \$125 |
| Catering Kitchen (When used with rooms) | N/A | 8 | \$100 | \$50 |
| Cliff and Judy Braun Conference Room | Conference Style | 20 | \$150 | \$75 |
| Classrooms | Varies | 40 | \$200 | \$100 |

HOURLY FEES

Fees will be assessed as required. Users will be notified in advance of additional fees.

| Position | Hourly Rate | Overtime Hourly Rate |
|---------------------|-------------|----------------------|
| Security | \$50 | \$75 |
| Custodial | \$40 | \$60 |
| Computer Technician | \$50 | \$75 |



APPENDIX A

Rental Fees

Dickinson Building

Piedmont Virginia Community College offers the Dickinson Fine and Performing Arts Center to federal, state, or local government organizations (including area public schools) or non-profit organizations (§501(c)(3) and §501(c)(4) organizations). Non-profit organizations are required to furnish proof of incorporation status.

A non-refundable \$50 application fee may be required at the time contracts are executed. *All fees quoted below are hourly.* Hourly charges are not prorated. Charges begin with PVCC staff's initial preparation and set-up for space to be used and continue through until space is vacated and locked. Hourly charges include theatre lighting, spotlights and sound. Additional charges apply for stage labor, box-office personnel, set-up and restoration of risers, chairs, and other equipment, clean up, and waste disposal. Rental periods begin no earlier than 8:00 a.m. without additional charges. Rental periods end with building lock-down at 11:00 p.m. (Unless otherwise negotiated).

| Space | Rates | Rates Effective 1/1/2025 | Rates Effective 1/1/2026 |
|--------------------------|-------|-----------------------------|-----------------------------|
| Main Stage | \$50 | \$75 | \$125 |
| Black Box | \$35 | \$50 | \$75 |
| Amphitheater | \$30 | \$50 | \$75 |
| Commons & Patio | \$30 | \$50 | \$75 |
| Classrooms | \$30 | \$50 | \$75 |
| Equipment | | | |
| Yamaha Concert Grand | \$25 | \$50 | \$75 |
| Kawai Baby Grand Piano | \$25 | \$50 | \$75 |
| Digital Projector System | \$25 | \$50 | \$75 |
| Dance Floor | \$25 | \$50 | \$75 |
| Services | | | |
| Video Recording | N/A | \$75 | \$100 |
| Video Streaming | N/A | \$75 | \$100 |
| *Personnel | | | |
| Head Technician | N/A | \$30 (Required) | \$35 (Required) |
| A/V Technician | \$25 | \$25 | \$30 |



| Theater Technician | \$20 | \$20 | \$25 |
|---------------------|--|--|--|
| Space | Rates | Rates Effective 1/1/2025 | Rates Effective 1/1/2026 |
| Lighting Technician | \$25 | \$25 | \$30 |
| Security | \$50 | \$50 | \$50 |
| Custodial | \$40 | \$40 | \$40 |
| Piano Tuner | User responsible for piano tuning by approved vendor | User responsible for piano tuning by approved vendor | User responsible for piano tuning by approved vendor |
| Box Office Manager | No Box Office Services provided for external events | No Box Office Services provided for external events | No Box Office Services provided for external events |
| House Manager | \$25 | \$30 (Required) | \$35 (Required) |
| Ushers | \$15 | \$20 | \$25 |

***Personnel** Overtime Rate: Add 50%