

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
	9/23/13 – Approved by President’s Staff
Responsible Dept.:	VPFAS

As a service to the community, PVCC will permit other state agencies, community groups, non-profit and for-profit businesses 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. Events are considered tentative until the Facilities Use Agreement is fully executed by both parties.

2. Non-College Groups and Organizations
 - a. Classrooms can only be reserved for non-college groups and organizations within the current academic semester.
 - b. Non-college groups requesting use of facilities for workforce training purposes should contact Workforce Services at 434.961.5495. To reserve space at the Stultz Center for Business and Career Development, click [here](#).
 - c. Online requests for the main building 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. To reserve space in the Main Building, click [here](#).
 - d. Please allow approximately two business days for a response to the online or verbal request for facilities use.
 - e. Facilities Use Agreement from non-college groups must be approved by the Vice President for Finance and Administrative Services before the space is considered reserved. Groups seeking workforce 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 and signed Facilities Use Agreement.
 - 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 coordinate catering with an outside vendor or the campus food service vendor.
 - 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.
 - k. Payment is due within seven days of receipt of approved Facilities Use Agreement
 - l. 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.
3. 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. The Coordinator of Student Activities can be reached at 434-961-5269.
 - 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.
4. 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 or click [here](#) for the V. Earl Dickinson Building rental request form.
5. Use of the Eugene Giuseppe Center
- a. The Eugene Giuseppe Center is located in Greene County in historic Stanardsville, Virginia. To reserve space at the Eugene Giuseppe Center, click [here](#).
6. Use of the Jefferson School Center
- a. The PVCC Jefferson School Center is located in downtown Charlottesville in the Jefferson School City Center. To reserve space at the Jefferson School Center, click [here](#).