

POLICY

TITLE: EVENT PLANNING AND FACILITIES RENTAL MANAGEMENT

POLICY NO: 4-11

EFFECTIVE DATE: 05/18/2010

REVISED DATE: 03/23/2023

I. Purpose:

To establish policy for the planning of events supported and sponsored by the college and the use of J. Sargeant Reynolds Community College facilities by internal and external groups.

II. Definitions:

External groups: community or cultural groups, not-for-profit organizations, state and local government agencies, corporate and commercial organizations, and professional associations outside of the College.

Facilities: all buildings, rooms, grounds, and equipment leased and/or owned by the college except the rooms managed exclusively by the Community College Workforce Alliance.

Facility rentals: the rental of college-owned facilities which are coordinated through the Office of Events.

Internal groups: formally established groups of Reynolds students, employees, advisory committee members or governing or foundation board members.

Office of Events oversees event scheduling college-wide. By managing campus events as a full process, The Office of Events evaluates requests to ensure events and facility rentals are compatible with the mission of the college and assesses service demands in order to advise on the most advantageous dates and venues. Provides guidance and support for college planners and oversees the conceptualization, planning, and implementation of signature events to support the mission of the college.

Scheduling Portal: online platform that manages the scheduling process for facilities and associated resources college-wide.

Support Services: additional services and resources needed for a meeting or event in addition to the use of the facility. This includes but is not limited to room setup, audio-visual support, and parking needs.

III. Policy:

A. Internal Activities

1. The primary purpose of facilities at J. Sargeant Reynolds Community College is for credit and non-credit classes, student life, student club and organization, student extracurricular, faculty/staff, governing board, foundation board, and advisory committee activities. These groups have priority for use of college facilities.
2. The Office of Events serves as the primary point of contact for internal groups and coordinates facility use and support services. Internal groups must submit requests through the Scheduling Portal.

B. External Activities

1. Facilities may be available for use by external groups if events do not interfere with the college's instructional and student services programs. External groups shall be charged a facilities rental fee and applicable service fees and a rental contract must be fully executed.
2. J. Sargeant Reynolds Community College at its sole discretion, reserves the right to refuse proposed utilization of its facilities.
3. No inherent right or privilege exists, by virtue of college employee status, to use college facilities for personal reasons. However, the college may make facilities available to college personnel for personal reasons under the same terms they are available to the general public.
4. External groups holding an event must comply with all state laws and local ordinances pertaining to group gatherings on state property. Such compliance is the group's responsibility; however, the Department of Police shall help identify pertinent local ordinances and their enforcement authorities.

C. Alcohol and Smoking Policies

1. In accordance with VCCS Policy 6.4.5.1, Alcoholic Beverages at Social Functions, groups interested in serving alcoholic beverages shall obtain permission from

the facility's rental coordinator, who shall seek the approval of the vice president of Finance and Administration or his/her designee by submitting [JSRCC Form No. 32-0014](#), Request for Use of Alcohol at Events by External Groups on J. Sargeant Reynolds Community College Campuses. College approval for use of alcoholic beverages must be granted before seeking a Virginia ABC banquet license. The presence of security officers throughout the event may be required at events where alcoholic beverages are provided.

2. In accordance with [JSRCC Policy No. 4-03](#), Eating, Drinking, and Smoking in College Facilities, smoking is prohibited in all college-owned, rented, or occupied facilities. Smoking is only allowed in designated smoking areas outside of college facilities at each campus.

IV. Procedures for [Event Planning and Facility Rental Management, 4-11](#).