

General Campus Usage Policy

For ALL Academic & Non-Academic Space please observe the following guidelines:

- Furniture must remain in the room at all times. If additional tables/chairs or special set-up is needed, please make arrangements in advance through Media Services. (Do not take furniture from other rooms.)
- When you leave the room it should be in the same condition as when you arrived. Furniture should be moved back to its original location within the room.
- Turn off all lights when you leave.
- Open flames and candles are strictly prohibited in all rooms.
- Report any maintenance problems that you find to the Office of Student Activities after your event.
- Food must be coordinated through Dining Services and therefore, outside food is prohibited unless permission is granted in advance. Any leftover food provided by Dining Services will be removed by Dining Services and should not be taken from the room.*
- If something gets spilled or crushed on carpeting/linoleum, try to clean it up before someone walks through it.
- It is the responsibility of the user group to maintain appropriate behavior and assume control of their participants.
- Smoking is prohibited in all indoor space including restrooms.

If the room is found to be in poor condition after the event or if damages are found, your organization may be charged for repairs and/or have room reservation privileges suspended.

***EXCLUSIVITY:**

Lynchburg College Dining Services caters all food and beverages served at the College. Other individuals or catering firms may not bring food and beverages into Lynchburg College campus facilities.

If your event is cancelled, please notify the College Calendar Coordinator (*for faculty/staff*) or the Office of Student Activities (*for student organizations*) as soon as possible! The Calendar Coordinator or OSA will notify all appropriate parties of the cancellation.

Alumni Lounge

In addition to adhering to the "General Campus Usage Policy," please observe the following guidelines for this space:

The lounge is used primarily for College related functions. Non-College related requests will be considered on an individual basis.

- Enrollment Services and Alumni Programs have priority use of the lounge when duplicate requests are received (if received on the same day).
- A \$50 user fee will be charged any non-College related group. They must also fill an "Alumni Lounge Reservation Form" available from the Business Office, in addition to the required calendar reservation request. Student organizations may reserve the space through the Office of Student Activities.
- Occupancy is limited to no more than 50 people at one time.
- The furniture in the lounge is NOT to be moved or rearranged without special permission; any rearranging is to be done by the College's facilities support staff.
- The FACULTY or STAFF ADVISOR/SPONSOR of any student group using the lounge MUST be present at the event and will be the person responsible for its condition at the conclusion.
- Unplug any coffee or hot water urns.
- Dump ice into the sink.
- Broom & dustpan are usually in closet beside elevator to use for clean-up.
- Notify security when your event ends so that they can lock the room.

Be sure you utilize the trash can & soda can recycle containers. They should be moved from the kitchen to be near the food table(s) for your event.

Beaver Point

In addition to adhering to the "General Campus Usage Policy," please observe the following guidelines for this space:

- Maximum Occupancy of Club House: 240 (standing), 102 (concentrated chairs), 48 (un-concentrated chairs)
- Vehicles are permitted in the area only to drop off and pickup materials prior to/after events.
- Alcohol is only allowed at Beaver Point during events registered through the completion of an Alcohol Event Registration Form in the Office of Student Activities.
- Fireplace: it is the responsibility of the person making the reservation to ensure that all fires are cared for during the event and are extinguished prior to the end of the event. A monitor must remain within view of the fire at all times.
- The sponsor must coordinate with security before going down to Beaver Point to ensure the facility is unlocked.
- Reservation of the facility outside of the academic year requires special permission.
- Reservations for the months of January through March will only be considered if no water is required. Restrooms are also out of service during these months.
- Hours available for events:
 - o Sunday-Thursday 8 am – 12 am
 - o Friday & Saturday 8 am – 2 am

Hall Campus 2nd Floor Conference Room

In addition to adhering to the "General Campus Usage Policy," please observe the following guidelines for this space:

This room is reserved primarily for College-related functions. Non-College related requests will be considered on an individual basis. Maximum Occupancy of room: 20 seats

Saxton Room

In addition to adhering to the "General Campus Usage Policy," please observe the following guidelines for this space:

Carolyn Austin (Austin@lynchburg.edu, x8440) should be contacted before reserving this room.

Claytor Nature Study Center (CNSC)

In addition to adhering to the "General Campus Usage Policy," please observe the following guidelines for this space:

General Guidelines:

- Students, faculty and staff are required to adhere to all Lynchburg College policies, regulations, and codes of conduct while at Claytor.
- A Lynchburg College faculty/staff advisor must be present for the entire length of the stay.
- Your organization must be using Claytor for an educational purpose – e.g. leadership training retreats, new member retreats, and/or officer transition.
- It is recommended that you contact New Horizons and use their leadership development initiatives as a part of the retreat. Claytor is a great location for using New Horizons.
- Alcohol and tobacco products are not permitted on-site. *Note that for fire safety reasons, smoking is prohibited anywhere on the Claytor property.*
- There is a kitchen located on the upper level of the Education & Research Facility. The kitchen is designed for heating up meals, not preparing meals. If you have a large group, you will need to have food catered or pre-prepared. There is a small oven, space-saver microwave, fridge, and sink. The kitchen is not equipped with a range. Be conscious of cleaning up and putting away all materials used while preparing and serving your meals. Your chapter will need to dispose of all trash properly, and haul any trash away when you leave.
- A key and alarm code are required in order to enter the Education & Research Facility (provided CNSC staff). When leaving, please be sure all trash is removed, lights are off, doors are locked, and the alarm is re-set.

For Overnight Retreats:

- If your organization is interested in an overnight retreat at Claytor, please note the specified sleeping areas. Your chapter may choose one of the following locations:
 - o In tents outside the center on the lawn
 - o On the porch of the retreat center
 - o In rooms on the LOWER level of the center
- Campfires are not permitted on the Claytor property.
- Swimming, and any form of water sports in the river or lakes, is prohibited.
- Bikes and mechanized vehicles are not permitted beyond the parking area.
- Pets, other than guide animals, are not permitted on the property.
- The Education & Research Facility is not designed for sleeping, so you will need to bring sleeping bags, pads, and/or inflatable mattresses. The lower level sleeping area has tiled floors, which may be a hard surface on which to sleep! (You may wish to contact New Horizons to borrow sleeping gear prior to the retreat).
- If your group is participating in activities both inside and outside, please use the downstairs entrance to limit tracking dirt into the facility. The upstairs is designed for meetings, receptions and events, so your group is asked not to enter and exit through the upstairs entrance unless there is an emergency.
- If your group would like to use the upstairs reception room (the room with fireplace and carpet floors) for meetings, and the upstairs bathrooms, please have members remove their shoes if there's risk of tracking dirt on the carpet. Use common sense – Claytor is a new facility that we have the *privilege* to use.

For One-Day Meetings or Events:

- You are welcome to use the reception-seminar room (the room with fireplace and carpet floors) for your meeting(s). If your group is participating in activities both inside and outside, please have members remove their shoes before entering the reception room.

Daura Gallery & Dillard Lobby

In addition to adhering to the "General Campus Usage Policy," please observe the following guidelines for this space:

The Daura Gallery and the Dillard Lobby Gallery are used primarily for College-related functions, and should relate to or benefit from the Gallery's mission and/or its exhibitions. Request by non-College related organizations or individuals are considered on a case-by-case basis. The Director may refuse and/or restrict any usage of the Gallery based on current exhibitions and installations in progress.

- The Daura Gallery has first priority for use, and in the case of multiple requests (on the same day), the Daura Gallery will be given preference.
- For Faculty/Staff Requests: Use of the Daura Gallery or the Dillard Lobby Gallery must be cleared by the Director of the Daura Gallery (ext. 8343) prior to making reservations with the College Calendar Coordinator.
- For Student Organization Requests: The Office of Student Activities will gain approval for your request and will place the reservation on the calendar once approved.
- Maximum occupancy of 75 people in each location at one time, unless otherwise approved.
- The College's media services department will coordinate setup of the space in advance with the Daura Gallery.
- Should your event be canceled or postponed, the Daura Gallery Director **MUST** be notified (in addition to the College Calendar Coordinator/Office of Student Activities).
- A \$100 service fee will be charged to any non-College related group. This service fee may be waived at the discretion of the Director of the Daura Gallery, or at the request of the College administration, based on the purpose of the event and/or non-profit status of the organization.
- For College-related functions, **the faculty or staff, or faculty/staff advisor for any student group should be present** and is responsible for adhering to all conditions of this policy, and for the condition of the galleries at the conclusion of the event.
- For non-College related functions, the organizing/requesting official of the organization should be present and is responsible for adhering to all conditions of this policy, and for the condition of the galleries at the conclusion of the event.
- In the absence of Gallery personnel, it is the responsibility of the faculty or staff or faculty/staff advisor for any student group, or official of the non-College user group to contact Campus Security (dial O) to lock the Daura Gallery following the event, and to wait in Daura Gallery until a Security Officer arrives. Under no circumstances is the Daura Gallery to be left unattended.
- *Should any damage occur to works of art in either the Daura Gallery or Dillard Lobby Gallery due to negligence, the user group shall be responsible for costs associated with cleaning or repairs to the Gallery.*

RESTRICTIONS:

- All events should conclude no later than 9:30 p.m., including time needed for clean up, unless prior arrangements are made.
- Works of art, display pedestals, or other exhibition materials will not be touched, moved, or otherwise handled. Furniture will not be moved without prior arrangements; if furniture is moved, it must be returned to its original position. Display pedestals or other vessels and open exhibition materials may not be used for food service or for the display of floral arrangements.
- Light levels are adjusted for the safety and security of works of art on exhibition. Higher light levels must be requested in advance, with approval based on the current exhibition. No overhead fluorescent lights will be turned on without approval.
- Live floral or plant arrangements may not be allowed in the Daura Gallery. Dried or silk floral or plant arrangements must be substituted upon request.

- Restrictions on food service may apply. The Director of the Galley must approve location of food service tables. Steam-producing cooking vessels and open flames (i.e., candles) are not allowed, with the exception of chafing dishes. Coffee is to be served in percolators.

East Room, Burton Room, & Burton Foyer

In addition to adhering to the "General Campus Usage Policy," please observe the following guidelines for this space:

- o **In order to use these spaces, food service must be requested.**
- o **All event details and menu development are to be finalized two (2) weeks before the event.**
- o The guaranteed number of guests is required three (3) working days prior to the event. Once a guaranteed count is given, charges will reflect the guaranteed numbers or the actual number of people served, whichever is greater.
- o Dining Services reserves the right to move groups to a room more suitable if the anticipated attendance increases or decreases.

DECORATIONS:

You may wish to consider the addition of flowers, candles, centerpieces and other special services to enhance the appearance of your special event. To ensure the aesthetic nature of the room for future guests, you are welcome to decorate your room using the following guidelines:

- No decorations can be attached or placed on painted walls or pillars.
- Decorations on other surfaces can only be attached using masking tape.
- Plastic fishing line may not be used to hang decorations from the ceiling.
- No confetti, sparkles, or rice is permitted.
- All decorations must be removed immediately following the event.
- Please consult Dining Services on the use of balloons in the Burton Student Center.

VEGETARIAN MEALS:

For served meals, we offer an alternate menu entrée if requested. Requests for alternate menu selections must be made at the time of event guarantee (72 hours prior). Vegetarian entrees are the same price as the selected entrée.

CANCELLATIONS:

In the event of a cancellation, notification is required a minimum of 48 hours prior to the event. If cancellations are made after this time period, any expenses incurred by catering may be billed. In the event the College closes due to weather conditions, all scheduled catered events are cancelled.

EXCESS FOOD:

Due to Health Department regulations, the customer cannot take food and beverages not consumed during an event catered by LC Dining Services from the event site.

SERVICES PROVIDED:

China, glassware, silverware, and linens are included in the cost of your event. Paper products will be used for deliveries and pick-ups, and whenever services are agreeable to both the client and LC Dining Services.

EXCLUSIVITY:

Lynchburg College Dining Services caters all food and beverages served at the College. Other individuals or catering firms may not bring food and beverages into Lynchburg College campus facilities.

Hebb Recital Hall

In addition to adhering to the "General Campus Usage Policy," please observe the following guidelines for this space:

- This space is used primarily for College-related educational and musical performances. Non-College related requests will be considered on an individual basis. Reservations for who the major purpose is non-musical cannot be made on a continuing basis as this interferes with music instruction, rehearsal, and performances. On-time use of the facility can generally be accommodated.
- The recital hall is limited to 100 people at one time, classroom #1 and #2 are limited to 30 people each.
- All reservation requests need the approval of the music program coordinator in addition to approval from the Office of Student Activities/College Calendar Coordinator, security, and housekeeping.
- The Music Department has priority use of the music facilities.
- A fee will be charged for any non-College related group and a reservation form for the Recital Hall must be completed and submitted along with payment to the music office before the reservation date. The form is available in the music office.
- Food, drink, and other articles should **never** be placed on musical instruments. *Individuals or groups who reserve the space are responsible for any damages to music furniture and equipment.*
- The grand piano and harpsichord, which are located in the recital hall, **must** remain in the recital hall at all times and should remain in place. Permission to move these instruments should be part of the reservation request to obtain permission.
- Person or groups should expect to use the reserved facility only during the reserved hours. Security will arrange for the building opening and closing according to the calendar reservation request.

There must be a faculty or staff advisor present at the event for any student group using the facilities.

Snidow Chapel

Snidow Chapel is a facility that is scheduled by the Chaplains' administrative assistant (434) 544-8348. This facility is accessible to the entire campus; however, Spiritual Life has priority in the case of duplicate requests. Non-College related requests, such as weddings or funerals, will be considered on an individual basis. Before requesting the space, please review the current college calendar to determine availability. If the event is to be part of a "weekend celebration" (i.e. Parents/Family Weekend., Homecoming, etc.) and your event is a part of that celebration, you must still request the facility in the usual manner. Events scheduled in the chapel must respect the sanctuary and be consistent with the sacred nature of the space.

Special Considerations:

- The Chapel AV system may only be operated by an approved technician. Stationary microphones are located on the pulpit and lectern. Additional wired and wireless microphones are available upon request. The system can playback CDs and DVDs and off a USB. Arrangements can be made for video. Unauthorized use of Snidow Chapel's sound system is not allowed. If sound or video is indicated as being required for your event, the Chapel sound technician will be in touch.
- Master lighting switch panels are located in the Narthex and in the chancel area.
- The shutters on the windows are very old and should remain in place with the top section closed and the bottom section open. If your event requires privacy, you should consider using a different space on campus. Careful handling of the shutters is allowed; however, any damage would result in repair or replacement charges to your organization.
- The use of candles is prohibited.
- When the organ is to be used, the organist must be selected from the list of area organists who are approved to play the instrument in the Chapel (organist list may be requested). When making your reservation, please specify if the organ is to be used, who will be playing it, and arrangements will be made for it to be unlocked.
- When the piano is to be used, prior arrangements must be made to have it unlocked. The piano should not be moved from the front floor area of the chapel.
- Alcohol in the building is strictly prohibited.
- Please do not move the communion table/altar from the chancel area.
- A mandatory meeting will be held within 3 days of the event with an OSA staff representative and a representative of the scheduling organization.

Organization Student Representative

Organization Advisor

Date

Date

Turner Multi-Purpose Room

In addition to adhering to the "General Campus Usage Policy," please observe the following guidelines for this space:

The multipurpose room will be used for other things that cannot be handled by a standard classroom.
Example: dance, cheerleading, aerobics, karate.

The calendar coordinator will reserve academic classes scheduled to be held intermittently in the multipurpose room, organization events will be scheduled around academic classes through the Office of Student Activities.

The following items are not permitted in this space:

- Food or drinks
- Tape on floor, walls, mirrors, or ceiling
- Skate boards, roller skates, roller blades, or bicycles.
- Street shoes (i.e. any type of shoes worn outside. Sneakers worn in dirt, gravel, etc. are not appropriate.
- Tap shoes

Make sure equipment used in the room have "corrective feet" and place work order for anything needing repairs (e.g., the steppers for step aerobics).

Westover Room

In addition to adhering to the "General Campus Usage Policy," please observe the following guidelines for this space:

- Maximum occupancy is 447 (concentrated chairs), 1040 (standing), 208 (un-concentrated chairs/tables)
- The sponsoring organization is responsible for the following:
 - Setting up for the event.
 - Controlling the doors until all guest have left:
 - Ensuring that no alcohol enters or leaves the Westover Room.
 - Ensuring that only LC students and their guests (limit 2) attend the event.
 - Assisting the Westover Room staff with clean-up.
 - Collection of any admission fee.
- The Westover Room staff will be responsible for:
 - Serving all alcohol, food, drinks, etc. during the event
 - Enforcement of all ABC regulations, including all carding for beer
 - Crowd control – both size and behavior

Any breach of these guidelines may result in the cancellation or early termination of the event, suspension of the privilege to host future events, and/or assessment of a cleaning fee.