



Meeting Space Rental Guidelines

The purpose of this document is to set forth appropriate standards, priorities and guidelines for scheduling events on the campus of Virginia Union University. All events scheduled must be consistent with the mission of Virginia Union University. All events are subject to the approval of the President's Office or his/her appointed representative. Event Space may be requested by outside organizations and /or individuals, but our priority is to support the VUU Students, Faculty and Staff.

Groups or individuals wishing to reserve space on campus must submit a Facility Reservation Fee Form along with a Non-Refundable fee of \$200. Once this is completed, an Activity Request Form must be submitted to RCLynn@vuu.edu. Once approved, a meeting will be held to determine all appropriate services needed to make the event successful. The Director of Sales and Event Space Management will coordinate entry and exit times to include set-up and breakdown times, audio visual, table/chair, food and beverage and security needs.

VUU reserves the right to refuse any request that does not meet the standards or ethics of our educational institution. A Refundable Security Deposit of \$600 is required. Any unused Security Deposit will be refunded within 30 days of the event. For a Security Deposit to be refunded, the facility must be cleaned and left in the original condition when the contracted time is complete.

We have contracted Thompson Hospitality as our on-campus caterer. They can be reached best by email: Dwight.Jones@ThompsonHospitality.com. You have the option of using an outside caterer but that will incur an additional fee of \$2/person and a Prep Kitchen Fee of \$150. Also, the caterer will need to provide proof of insurance, business license and a current health certificate.

Campus Police requires that an officer be assigned for every 100 guests in attendance at a rate of \$42/hour for a 4-hour minimum. Please pay the officers independently.

Before the Event:

1. Vuu must receive the reservation fee and Completed Activity Request Form. This form must clearly state the date(s) requested, time purpose of the event, approximate number of attendees, equipment needed and food & beverage needs.
2. Upon approval, an appropriate space will be assigned, and a contract submitted for signature. (VUU is not obligated to hold/reserve any event space until a contract is signed and the renter has paid the required deposit. Balance will be due 2 weeks prior to the event date.
3. Catering: Thompson Hospitality is the approved on-site caterer. Renters must obtain VUU permission for outside catering and pay the associated fees. VUU reserves the sole and absolute discretion to approve or reject a caterer for any reason. All outside caterers must be approved by the Sales and Marketing Manager and Not Thompson Hospitality.
4. Additional Staff: If VUU determines additional staff is needed (security, audio visual staff, professional planner, kitchen manager), the renter will be informed of the need and the rental will be adjusted accordingly. If the renter does not wish to pay the additional fees, the contract may be terminated, and the deposit will be refunded.
5. ABC Permit/Requirements: Renter must obtain prior permission from VUU if alcohol is to be served at the event and secure a License from the state ABC Board. Permission may be limited to Beer, Wine and 2 Signature Cocktails. Shots are not permitted.
6. Event Space Change: VUU reserves the right to cancel a rental or shift the rental to another space in the event of unforeseen circumstances outside of the control of VUU. The event fee will be adjusted accordingly. If the alternative space or fee is unacceptable to the renter, the renter may cancel the agreement and obtain a refund of the Security Deposit.
7. Contractors: Renter is responsible for ensuring each event contractor is aware of all VUU policies and procedures.

During the Event:

1. Renters/guests: Only the renter and the renters authorized guests may enter the property. This may include the caterer, servers, planner florist, entertainment, invitees and guests.
2. Event Purpose: Renter may only use the event space for the intended rental purpose.
3. Furnishings: Renter may not move, reposition or in any way alter the furnishings
4. Event Décor: All decor is subject to approval by VUU.
5. Damage: The renter assumes all responsibility for damages incurred during the rental which are caused by the event.
6. Parking: Space will be provided in the lot behind the LLC and will overflow to the front when that lot reaches capacity.
7. Smoking: Smoking is not permitted on the property of VUU.
8. Weapons: Renters and renter's guests are prohibited from bringing any firearms or weapons of any kind onto the VUU property.
9. VUU Staff: VUU is permitted to have staff members present for the duration of the event period for the purpose of event coordination, security and/or emergency reasons.
10. Disorderly Conduct: Rowdy behavior and disorderly conduct will not be tolerated. VUU reserves the right to contact security or law enforcement to forcibly remove all violators.

Wind Down/End of Event:

1. VUU asks that food and drink service stop 30 minutes prior to the end of the event. Music must stop 15 minutes prior to the end of the event. All events are to be concluded by 11PM.
2. The Renter is responsible to assure that all decorations, food & beverages and equipment are removed within the time stated in the contract.
3. Hold over items: Prior approval must be obtained for items to be left on campus after an event has ended. VUU will not be responsible for lost or stolen items held over. Items not picked up/removed by the agreed upon time, will be disposed of.
4. Trash: All trash must be removed from the property

Pricing Guidelines

(for Five Hour Duration)

Dr. Claude G. Perkins Living and Learning Center

Atrium	\$600
Conference Rooms (each)	\$1,000
Seminar Room 1	\$350
Seminar Room 2	\$425
Dance Floor (15x15)	\$500
Prep Kitchen	\$150
AV Mic	\$50/Mic
AV Projector	\$75/Projector
AV Labor	\$100/Hour

Coburn Hall

Chapel	\$1,800
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Library

Lecture Hall	\$300
Large 2 nd Floor Conference Room	\$100
Small 2 nd Floor Conference Room	\$50

Ellison Hall

Wall Auditorium	\$400
Classrooms	\$75

Belgian Building

Belgian Theater	\$300
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Barco-Stevens

Gym	\$750
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Hovey Field

Stadium & Bleachers	\$2,000/hour
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