



**VCU Division of Student Affairs**

**Space Reservation and Usage  
Guidelines & Procedures**

## MISISON

The mission of University Student Commons is to enhance students' education by supporting high impact programs, activities, services and offering spaces designed for a holistic college experience that encourages students to connect, learn, explore, and thrive in a global society.

## PURPOSE

The facilities and services of the **University Student Commons** (The Commons), funded by student fees, are designed and implemented to bring together all members of the Virginia Commonwealth University community—students, faculty, staff, alumni, and guests thereby contributing to intellectual, emotional, and social growth through informal interaction. As such, the following procedures and guidelines have been established for the reservation and use of space within The Commons managed spaces, as well as some Centrally Scheduled Spaces.

Failure to follow these or any other published policies, procedures, or guidelines for the use of The Commons managed spaces may result in the cancellation of reservations, denial of reservation privileges, and/or other University administrative actions according to applicable University policies. Requests for exceptions to any of the guidelines, procedures, and/or rules are to be emailed to [uscaevent@vcu.edu](mailto:uscaevent@vcu.edu).

**All events and reservations on campus must abide by the VCU Campus Expression and Space Utilization policy: [VCU Campus Expression and Space Utilization](#)**

## CONTACT

University Student Commons  
(804) 828-9502 (Event Inquiry)  
[uscaevent@vcu.edu](mailto:uscaevent@vcu.edu) (Event Inquiry)

## BUILDING HOURS

The University Student Commons and Hunton Student Center Hours can be found [here](#).  
The Larrick Student Center Hours can be found [here](#).

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## I. DEFINITIONS

- A. **Amplified Sound**- As defined in the [VCU Campus Expression and Space Utilization](#)
- B. **Complex Event** - Events that require any or all of the following: The Commons team to perform setups and teardowns, audio visual staffing, vendor equipment rentals.
- C. **Event** - An “event” is any program, production, or other gathering of individuals or groups taking place in a defined event space.
- D. **Event Request** - The process by which a reserved user seeks permission to hold an event in The Commons managed facilities through the EMS WebApp system.
- E. **Facility Use Agreement** - Recap all details for the services provided by The Commons to the reserved user and specify the terms of the agreement. The Facility Use Agreement is not valid until signed by the reserved user.
- F. **Homemade** - Any food or beverage item prepared, heated, or cooked by someone other than a licensed caterer, restaurant or licensed food provider.  
Examples: Homemade items include purchasing a box of brownie mix from the grocery store, making them at home, and then bringing them in for an event. It also includes drink items such as purchasing tea bags and sugar individually, making iced tea at home, and then bringing it in to serve at an event
- G. **Major Event**- As defined in the [VCU Campus Expression and Space Utilization](#)
- H. **Non-university reserved user** - Any group, corporation, agency or other organization that is not affiliated with the University or VCU Health System
- I. **Pre-packaged** - Food items that are purchased already wrapped or in a sealed container.
- J. **Reservation** - The details and information by which The Commons will provide facilities and services to a reserved user.
- K. **Reserved User** - Any student organization, department or agency that requests a reservation.
- L. **Standard Events**- Events in spaces that come as is. These spaces' furniture cannot be altered.
- M. **Student Organization** - Student groups that successfully complete the Student Organization registration process with The Student Organization Resource Office.
- N. **VCUHS** - An administrative department within the VCU Health System.

## II. GUIDELINES & PROCEDURES FOR RESERVATION AND USE OF SPACE

### A. General Guidelines

1. The Commons will accept reservation requests through EMS WebApp from student organizations, university departments, and the VCUHS. Non-University groups may request space by filling out the [Non-University Event Request Form](#) or contacting the Commons office directly at 804-828-9502 or [uscaevent@vcu.edu](mailto:uscaevent@vcu.edu).
  - **For recurring events, The Commons cannot guarantee that the same space and time will be available each week, therefore the reserved user may have to find alternative space or move the event to a different location and/or time.**
  - Student Organizations, University Departments, and the VCU Health System users are encouraged to request EMS WebApp training by emailing [uscaevent@vcu.edu](mailto:uscaevent@vcu.edu).
  - General processing times vary based on the amount of requests.
2. Any use of The Commons scheduled spaces for the purpose of an event, program or similar activity requires a **Facility Use Agreement** and must follow the general policies, procedures and guidelines from The Commons and University.
3. Reserved users are responsible for the general behavior and activities of persons leading and attending events. Reserved users should be courteous of other events occurring and ensure that their activities do not infringe upon other events.
4. Events held in The Commons-scheduled spaces are generally considered to be open to the University community. Reserved users are permitted, within reason, to hold events that are closed for organizational business, including, but not limited to, personnel actions, special organization rituals or activities, and paid admission-only events.
5. No outside audio visual equipment is allowed in any of our spaces, including DJ equipment unless approved by the Technical Services Manager. Any requests for AV are required to go through the Technical Services Manager. Reserved users bringing in outside audio visual equipment will be subject to fees and violations.
  - Exception: A small bluetooth speaker is allowed at **no higher than 75 decibels**. Speaker size **not to exceed 9x4x4 inch** (for example JBL Charge, Bose SoundLink Flex Bluetooth Speaker).
6. No fog machines, haze machines, confetti, CO2, open flame, fireworks, pyrotechnics, or other flammable/hazardous items are allowed.
7. Any event that involves dropping objects (pie throwing, shaving hair etc.) must use tarps for the space and clean up the area during and after the event.
8. Reserved users and their guests must follow the requirements of applicable university policies including but not limited to [Accessibility and Reasonable Accommodation for Individuals with Disabilities](#) and [Preventing and Responding to Discrimination](#) at all times

for events and may be subject to certain requirements or charges to promote accessibility and inclusion in relation to facility use.

9. Reserved users who occupy additional space(s) not listed on their reservation will be charged additional fees and/or will be required to vacate the space(s) immediately. If reserved users repeatedly occupy unreserved spaces, it will result in loss of reservation rights and cancellation of all future events, for the remainder of the semester.
10. The Commons reserves the right to approve/deny any outside vendors booked by reserved users. This includes but is not limited to: Tents, food vendors, inflatables, sporting equipment, contracted performers and other rental equipment. The Commons may ask for the reserved user to provide the contact information for any outside vendors, as well as, a copy of the agreement for the services. **Any performer's rider and/or contract must be provided to the Commons a minimum of fourteen (14) days from the date of the event. The Commons cannot guarantee that all performer requests can be accommodated.**
11. If the first and second contact on the facilities use agreement are not going to be present at the event, a day of contact must be given to their event coordinator.
12. **Fronting**, the practice of having an eligible user reserve facilities or services so that another group may gain access to university facilities or services is **prohibited**. This includes staff or faculty reserving on behalf of registered or unregistered student organizations.
13. Cash collection is prohibited without the presence of a VCU Police officer. Police coverage can be requested through the [Request Event Coverage Form](#). Credit card transactions on site are permissible without the presence of an officer. Any reserved user that is caught taking cash payments without prior permission and the presence of a VCU Police officer will be required to vacate their reserved space immediately.
14. Digital or credit card sales may be conducted without the presence of a VCU Police officer. Ex. Venmo, Cashapp, Apple Pay, mobile card reader.
15. Day Of Requests will depend on our quantity of resources and/or staff. We will make a determination on whether we can accommodate your request. **There are no guarantees.**
16. Faculty, be advised to follow the [Space Utilization Guidelines for Faculty](#)

B. Reservation Priority and Request Periods

<i>Reserved User Type</i>	<i>Priority</i>	<i>Date Reservations Open for Next School Year</i>	<i>Special Notes</i>
Student Organizations	1 <sup>st</sup>	8am on 3 <sup>rd</sup> Tuesday of February	Activities Programming Board (APB) & Student Government Association (SGA) are permitted to submit Event Requests for annual events up to 1 year in advance
VCU Departments & VCUHS	2 <sup>nd</sup>	8am on 1 <sup>st</sup> Monday of April	They are not permitted to reserve the Commons facilities for academic classes or academically-related events unless authorized in writing by the Commons Director or designee.
Non-University	3 <sup>rd</sup>	8am on 1 <sup>st</sup> Monday of June	Requests accepted on a case by case basis

C. Reservation Request/Confirmation Procedures

1. Reservations for **standard** events must be submitted at least **5 days** prior to the requested event. All details must be finalized at least **3 days** in advance of the event
  - Reserved users who request an event in a standard space agree to the standard setup and agree to not change the setup.
  - Any changes to the standard setup or any additions to the reservation, including additional furniture, special A/V, or other needs, are not permitted and will be denied.
2. Reservations for **complex** events must be submitted at least **14 days** in advance of the event through the EMS WebApp. All details must be finalized at least **7 days** in advance of the event.
3. Reservations for **major events, multi day events and events outside event space hours** must submit an event request through the EMS Webapp no later than **30 days** prior to the event.
  - University Student Commons will require a walk through for all major events at least **20 days** prior to the event day deadline.
  - All major events must be finalized **10 days** prior to the event.

- Any major event request that does not meet the timelines as set forth in this policy risks being denied final confirmation of their event.
  - To request authorization for a Major Event, students and employees may contact Event Services at [uscaevent@vcu.edu](mailto:uscaevent@vcu.edu) or visit their [website](#).
4. Requesters are required to read the Facility Use Agreement carefully to ensure that all services, furniture, and equipment needed are listed. All costs on the Facility Use Agreement are based on the request. If an event requires changes to rooms, equipment, or labor, the final charges will be adjusted accordingly, and late request fees may also apply. Event requests are not approved until the Commons sends the **‘Confirmed-Reservation’ Facility Use Agreement**, which will include all final details, equipment requests, labor requests, and charges.
  5. Upon sending the ‘Confirmed-Reservation’ Facility Use Agreement, The Commons will process any and all charges against the index code and/or other form of payment provided.
  6. Reservation’s not finalized by deadlines will be finalized as is or canceled. Any changes or cancellations after the deadline are subject to fees and violations.
  7. The Commons will assign each event request to the most appropriate space(s) available. **Requests for specific rooms or space will be honored when practical. The Commons reserves the right to re-assign space and to identify suitable alternative space for the original reservation.** The Commons will make reasonable effort to notify reserved users of changes in advance of the event.
  8. The Commons reserves the right to deny an event request if it cannot programmatically or operationally accommodate the event, or if the requester or proposed event is in violation of applicable University policies or regulations.
  9. Only two people per student organization will be allowed to have access to the EMS WebApp system to make reservations. Student organization EMS users must be listed as either the President or Vice President, unless access is given up to another listed officer under the authority of the Student Organization Office and the Ramsconnect website.
  10. Any new member shows, including probate or neophyte shows, must be requested by the Fraternity and Sorority Office per the [Fraternity and Sorority Life Handbook](#).
  11. All spaces scheduled by the Commons can be viewed on the [EMS web app](#).

#### D. Major Events

1. Space for Major Events must be reserved in advance and receive written authorization so the university can implement safety precautions, manage resources, and minimize disruption to normal operations. These events may require coordination of multiple university units, such

- as Catering, Facilities Management, Parking and VCU Police. Event organizers must submit reservation requests through the applicable reservation procedures managed by the university unit with operational control of the desired space (see Related Documents). VCU requires 30 calendar days advance notice (outside of university breaks according to the [VCU academic calendar](#)) and written authorization for certain events (Major Events) based on reasonable and viewpoint-neutral risk factors including but not limited to the following:
- Size: Events with expected or actual attendance over 175 attendees in an outdoor area with a maximum capacity over 175. Fire regulations do not permit any indoor or outdoor event to exceed the maximum capacity.
  - Nature/Complexity: Events that, by the type of activity, carry increased risk or require coordination. Examples include:
    - Athletic exhibitions or competitions other than university programs
    - Memorials or commemorations
    - Any speaker, presenter or performer who is not an affiliated person (including but not limited to political figures, entertainers, advocacy groups)
    - Events that are open to the public
    - Presence of any object or substance requiring review by the [Office of Environmental Health and Safety](#) including but not limited to any animal, open flame, firework, pyrotechnic, or other flammable or hazardous item
    - Use of specialized equipment, including but not limited to rental tables, tent, stage, scaffold, bleacher, bounce house, film screen, or carnival-style ride
    - Event using a vehicle, including, but not limited to, a gaming truck, food truck
    - Alcohol is served
  - Impact: Events that may disrupt normal university operations, such as classes, administrative work, or daily campus life.
    - Activities that generate noise audible indoors (e.g., amplified sound near libraries, classrooms, or study spaces)
    - Events that involve traffic control or road closures
2. The university reserves the right to cancel, postpone, or modify a Major Event that has not been authorized in writing.
  3. To request authorization for a major event, students and employees may contact Event Services at [uscaevent@vcu.edu](mailto:uscaevent@vcu.edu) or visit their [website](#).
  4. All major events will require a level of security that may include security staff charges. VCU PD will review major events and will give security requirements. VCU PD is lawfully in charge of VCU. No outside security agency can be hired for events. You may contact VCU PD for questions.

E. Outdoor Events

1. Use of amplified sound that is audible indoors is prohibited except as approved in advance under applicable policy and within sound limits that will not disrupt university operations.
2. Outdoor events with an anticipated attendance of fewer than 400 participants are highly encouraged to reserve rain space within a Commons-managed facility.
3. Rain Location
  - Anytime a reserved user requests an event to take place outside, the reserved user should also request an indoor rain location for the event as late requests for spaces will not be accommodated.
  - The reserved user is responsible for providing all setup, furniture, and a/v needs to their appointed Event Coordinator for both the outdoor space and the indoor rain location.
  - The reserved user will only be billed for the location that is used.
4. Rain Call
  - For events taking place in an outdoor space, reserved users are required to contact the office by 4:00 p.m. on the business day before their event date to notify their Event Coordinator if their event will take place outside or inside their designated rain space.
    - **Exception: For events taking place outside on the day immediately following when the office is closed, reserved users are required to contact the office by 4:00 p.m. on the last business day prior to their event date.**
  - If events are canceled less than 48 hours prior to the event or after 5:00 p.m. on Thursday for events occurring on Saturday or Sunday (Friday for events occurring on Monday), the organization must pay for all assigned staff.

#### F. Movies and Films

1. Reserved Users must have public performance rights to show a movie or film.
2. Proof of public viewing licenses must be provided to the Event Coordinator no less than 7 days in advance of the showing or the reservation will be cancelled.
3. Securing a public performance license is the responsibility of the person or group screening the film. You can contact the distributor for the film to obtain a public performance license. There are also licensing organizations that provide licenses for many companies. Most feature films may be licensed from either Swank or Criterion Pictures: [Swank Website](#). The VCU library may be able to help you with contacting the correct organization for obtaining a public performance license for a particular film you would like to show.
4. Most movies and films checked out from [KC1] the VCU Library do not have public performance rights. The library does have some films, such as documentaries or educational films, that do have public performance rights. The library can help you identify such films.

The library can also answer any questions you may have regarding how a film checked out from the library may be viewed.

5. Most DVDs and VHS movies, whether purchased or rented, are for home or personal use and do not come with public performance rights. Likewise, subscription video streaming services for individuals like Netflix, Disney+, Hulu, YouTube, HBO, Amazon Prime, and others only allow individual or home viewing per the user agreement made by subscribers. Videos that are exclusive to these streaming providers are not eligible for public performance. Videos that are available through these providers but are not exclusive might be eligible for public performance through a different distributor.

G. Parking, Loading, and Unloading

1. Parking, loading, and unloading for deliveries related to any event must be coordinated through the Commons office, and approved in advance as part of the reservation process. Only those vehicles necessary for delivery of equipment, food, or other materials directly related to the program or exhibit will be given access to any loading area or part of the outdoor locations.
2. All vehicles used for loading or unloading of equipment and not directly necessary for the function of the program must be removed immediately after loading or unloading prior to the start of the event.
3. Reserved users must notify the Commons office at the time the event request is submitted regarding any vehicles that will need access to the facility or outdoor area. Reserved users are required to provide details about the number of vehicles expected and the general type and size. If specific reservations are not made for vehicles, reserved users will be required to unload any equipment or materials from a pre-approved loading area.
4. All parking of vehicles for service access or programs must avoid driving or parking on non-supported surfaces and grass areas. The Commons staff can inform reserved users of appropriate places to park vehicles. Reserved users interested in purchasing parking deck passes must contact VCU Parking Services.
5. Due to size, weight, or other restrictions, certain vehicles may not be permitted access to the outdoor areas. The Commons Staff will determine if a vehicle should be restricted from access. If applicable, vendors may be required to have plywood for use under the vehicle's tires in the Commons's plaza. For food vending or leaky vehicles a tarp must be placed under to collect any debris.
6. Any violation of parking restrictions may result in fines, towing, or both. Reserved users are solely responsible for any fines or towing charges they may incur.

H. Security

1. The University reserves the right to require uniformed police officers and/or trained security personnel at any event. VCU PD is lawfully in charge of VCU and will determine the security needs for all events on campus. No outside security agency should be hired for events.
2. All major events will require a level of security that may include security staff charges. VCU PD will review major events and will give security requirements. VCU PD is lawfully in charge of VCU. No outside security agency can be hired for events. You may contact VCU PD for questions.
3. As set forth in the policy [VCU Campus Expression and Space Utilization](#) on pg 11, the university will determine any fee for security. Reserved users may be required to pre-pay for security charges.
4. If the event or security services are canceled less than 48 hours prior to the event or after 5:00 p.m. on Thursday for events occurring on Saturday or Sunday (Friday for events occurring on Monday), the organization must pay for the coverage assigned.

#### I. Alcohol

1. Department and General Events
  - Alcohol is permitted in The Commons managed facilities under two circumstances:
    - If provided by a licensed vendor
    - In accordance with a valid special event license from the Virginia Alcohol Beverage Control Board. The reserved user must provide a copy of the license to The University Student Commons office at least 7 days prior to the event.
  - An [Alcohol Authorization Agreement](#) form must be completed and signed by the appropriate University officials and returned to The University Student Commons office 7 days prior to the event. Requests for the the Alcohol Authorization Agreement form can be emailed to [uscaevent@vcu.edu](mailto:uscaevent@vcu.edu)
  - Events with alcohol must conform to applicable law and University policies, including the policy on Alcohol and Other Drugs, [VCU Alcohol and Other Drugs policy](#)
  - **The unauthorized possession, distribution, consumption or sales of alcohol will result in action by the VCU Police.**
2. Student Organization Events with Alcohol must follow the policies and procedures as they are stated in the [Student Organization Handbook](#)

#### J. Violations

1. Reserved users in violation of The Commons, Student Organizations Handbook, and VCU policies, procedures, or guidelines governing The Commons and VCU managed spaces may result in:

- Loss of reservation privileges for their organization and EMS WebApp access for all members
  - Current and future reserved events may be canceled
  - The organization may be subject to other charges, penalties and fines.
  - All violations fees accrued must also be either paid via credit card, check, or journal voucher.
  - For additional information, please visit the [Handbook](#) for Student Organizations at VCU.
2. Reserved users will be held ultimately responsible for any violations committed by any member of the organization, department or their guests.
  3. To appeal a violation please submit requests to [uscaevent@vcu.edu](mailto:uscaevent@vcu.edu) within 10 days of the violation.

### **III. THE COMMONS, HUNTON & LARRICK STUDENT CENTERS GUIDELINES AND PROCEDURES**

#### **A. General Guidelines for Events**

1. All event spaces will be locked when not in use.
  - For events held in any University Student Commons spaces , the reserved user, the day of contact, and/or their caterer must stop by the following check-in location to notify the Information Assistant or Student Manager on duty that they have arrived for their event.
    - Commons: Information Center (First Floor)
    - Hunton Student Center: Information Center (First Floor)
    - Larrick Student Center: Manager Office (Room 178)
  - A staff member will unlock their reserved event spaces up to 10 minutes before their event time only after a client has checked in.
  - Reserved users and/or their caterers may not have access to their designated meeting or event space prior to the start of their reservation including storing/setting up equipment; without talking with their event coordinator.
  - Rehearsals and/or practices involving high heels, props, and/or accessories that may cause damage to wood or laminate flooring are prohibited in the Commonwealth Ballroom, Commons Theater, and the Court End Ballroom.
2. Reserved users can have a maximum of 3 events a week in The Commons managed spaces.
3. Smart podiums are located in the Commons Theater, Alumni Board Room, the SGA Senate Chambers, and all spaces at the Larrick Student Center. A Smart podium is equipped with a computer that can be accessed with your VCU eID. A laptop can be connected using an HDMI cable. HDMI cables and various adapters can be requested at the Information Center and through your Event Coordinator. A charge based on current market price will be applied

- to reservations for any cable or adapter not returned.
4. Standard event spaces include: Alumni Board Room, Conference Room 228 after 5:30pm, Metro Room, SGA Senate Chambers
  5. Virginia Rooms A/B & C/D will be standard spaces Sunday through Thursday from 6pm to close.
    - Reservations cannot exceed 2 hours and no back to back reservations will be accepted
  6. Standard clear space includes: Salons III and Salons IV, Tuesdays and Wednesdays, 5pm to close.
    - Reservations cannot exceed 2 hours and no back to back reservations will be accepted
    - No equipment will be provided.

## B. Catering/Food and Beverage

1. General Catering Guidelines
  - The Commons-managed facilities are not limited to any specific catering contract and follow all local, state, and federal health codes.
  - Reserved users are authorized to use any registered and licensed food service provider (caterer) to serve or provide food and beverages for meetings and events.
  - Reserved users using a licensed caterer must present the Commons Event Coordinator with a copy of the caterer's business license and a certificate of insurance no later than 7 days prior to the event date.
  - All food and beverage served at an event hosted in a Commons managed facility must be prepared in a licensed kitchen and may not be homemade.
  - VCU departments and student organizations are permitted to self-cater events with store-bought pre-packaged goods only. All food consumed at self-catered events should be prepared in a licensed kitchen. Example: Grocery stores and markets
  - The reserved user is required to dispose of all trash, food waste and service products in proper receptacles at the end of their function. If you need additional receptacles for waste disposal, notify the information center. **Any food not disposed of after the meeting or event will be assessed a clean-up fee.**
  - All catering is required to be delivered and picked up within the event reservation time. Anything left will result in violations, clean up fees, and will be thrown away.
  - Only Pepsi Co. manufactured canned/bottled beverage products may be served in the Commons managed facilities.
  - Reserved users may not purchase pre-packaged food items and then re-package them in smaller individual packages.

- Example: Reserved users may not purchase a box of cookies and then divide the cookies into smaller individual packages for giveaways or to sell for fundraising purposes.

## C. Publicity Spaces

### 1. General guidelines

- All publicity spaces (banners, rolling display boards, information tables and literature distribution areas) require an advanced reservation and must be reserved through the reserved user's EMS WebApp account.
- No products or services may be distributed or sold that duplicate or are similar to those sold by contracted vendors in The Commons managed facilities without prior written approval by VCU Business Services or The Commons management.
- Non-University reserved users may not reserve banners and A-Frames

### 2. Banners

- Banners should be dropped off at the University Student Commons 104 Office. If they are not picked up within 5 days after the reservation they will be thrown away.
- Student organizations and university departments may reserve banner space without charge. Banner space reservations are subject to specific and reasonable time, place and manner restrictions.
- The Commons reserves the right to remove banners at any time due to the banner's condition.
- All banners must include the reserved user's name (initials, Greek letters may be used, but the reserved user's name must be spelled out), contact information, event name, location, date and time.
- **The use of glitter or confetti is not allowed on banners.**
- Student organizations may not credit corporations or businesses as "co-reserved users" but may state that the event is "being presented by", "in association with," or that the business is "underwriting," the specific event being promoted.
- **Inside banners should be no larger than eight (8) feet wide by three (3) feet high. Banners must be horizontal and cannot have anything hanging from them.**

### 3. Information Tables

- Reservations for **information tables** inside the Commons and outside on the Commons Plaza must be submitted at least **5 days** prior to the requested event.
- Reserved users are expected to be present at the table for the entire time of the reservation, maximum capacity at the table is two (2) representatives at any time. For student organizations, the two representatives must be current students members.
- **Information table reservations are subject to specific and reasonable time, place and manner restrictions. Reserved users may have a table reservation for no more than three (3) consecutive days and there must be three (3) consecutive days between each table reservation.**
- **Student organizations and University departments may only have one (1) information table reservation at a time and may not use multiple tables during their reservation.**
- Information may not be distributed in areas away from the reserved table space.
- An information table reservation permits solicitation only in the direct vicinity of the information table; **yelling to passers-by is not permitted.**
- Information tables cannot be moved from their locations.

### 4. Sidewalk Chalk

- Chalking on campus sidewalks is permitted subject to the restrictions detailed in the [VCU Campus Expression and Space Utilization](#)

## D. Sales, Solicitation, and Fundraising Procedures

1. Sales: Any exchange of funds (cash, check, debit, credit or similar) for goods or services shall be considered a sale.

- **A reserved user may only reserve the Concession stand for up to three (3) consecutive days and there must be at least three (3) consecutive days between each reservation period.**
- **Reserved users may only use the concession stand for a maximum of five (5) hours per day, including set-up and clean up time.**
- Tables are provided and put in a specific, assigned location. Tables and displays may not be moved from the assigned location. Reserved users/vendors *may not* provide their own tables and chairs.
- Any special arrangements, such as demonstrations, mounting backdrops, or give-a-ways, must be approved by The Commons management prior to the date on the Facility Use Agreement.
- The solicitation and sale of any form of credit card or credit program is prohibited. The sale or solicitation for general banking services (checking, debit and savings accounts) may be permitted if allowed under other existing university contracts.
- Any other use of University facilities for commercial purposes is strictly prohibited unless governed by a specifically negotiated university contract.

2. Solicitation in the Commons

- Any method of communication intended to induce support of a service, organization, business activity, issue, cause, etc. will be considered solicitation.
- Table Reservations serve as a guaranteed location in well trafficked areas to solicit for both university-affiliated and private groups
- Solicitors may not call out to others and may not approach and hand out flyers/advertisements to others (except as a planned part of an approved program), and must remain behind their table. *This interferes with egress.*
- Commons reserves the right to determine rightful solicitation. Recognized Student Organizations within the Commons may be stationed in various public areas without reservations as long as they comply with the previous stated rules. These are first come/first served and groups will not be able to remove others from public areas.
- Outside individuals/groups are not permitted to solicit within the building. Only through reservations.

#### IV. ACADEMIC AND OUTDOOR CENTRALLY SCHEDULED SPACES EVENT MANAGEMENT GUIDELINES AND PROCEDURES

##### A. Academic and Outdoor Centrally Scheduled Spaces

###### 1. Monroe Park Campus Academic Spaces

- The Commons has a shared space agreement with the Registrar's Office on the use of academic space on the Monroe Park Campus. All requests, with the exception of academic classes, are to come through The University Student Commons.
- Process for Requests:
  - Reservations for student organizations **are only allowed** Monday-Friday (after 5:00pm), Saturday, and Sunday.
  - **Academic spaces will come as is and the Commons does not provide any furniture, housekeeping, or A/V support.**
- All requests for academic spaces must be submitted at least 14 days in advance of the reservation.

###### Reservation Timeline:

- All requests for academic space, regardless of the requestors VCU affiliation, will be reviewed **after the last day of add/drop** for the semester in which the reservation is taking place.

###### Rules for Use:

- There is absolutely no food served or consumed in an academic classroom. Some of the academic buildings have large lobby areas where food is allowed. Email your scheduler, or [uscaevent@vcu.edu](mailto:uscaevent@vcu.edu) to inquire about lobby use.
- Academic spaces are to be returned to the setup in which the room is found. Reserved users should notify their scheduler of any intended rearrangements, so that it can be approved. All setups must be up to fire code, and no egresses may be obstructed. Reserved users who do not return the setup in which the room was found will be considered in violation of this policy and subject to penalties.
- As all academic rooms are in instructional buildings, The Commons and the Registrar reserve the right to deny any event that may cause interference with academic activities.

#### Special Spaces:

- Harris Hall, Hibbs Hall, Oliver Hall and Temple are readily available for reservations for most groups for most activities.
- The Academic Learning Commons can only be reserved by departments.

## 2. Campus Outdoor spaces

- Reservation Timeline
  - All requests for outdoor space will be accepted up to 1 year in advance.
  - All requests for Centrally Scheduled **outdoor spaces** including **tabling** locations must be submitted at least **14 days** in advance of the reservation
- Rules for Use
  - Reserved users may reserve an outdoor space for up to three (3) days in a week and a maximum of 3 consecutive days.
  - Client is to provide their own tables and chairs needed for setup.
  - All space setups are to be approved by an event coordinator in The Commons.
  - For setups in the Compass, all items brought by the reserved user must be set up on the sides of the Compass. No items are to be set on the center bricks.

## V. RENTAL USAGE RATES/FEES

The Commons managed space is supported through University fees. Student organizations and university departments receive special rates to recognize those financial contributions. The Commons rates are on p.23-26.

### A. Usage Rates

1. Reserved users may be required to pay additional staffing, operational, or violation fees when necessary. A breakdown of fees can be seen on the rate sheet in Section V.

2. Student Organizations and Departments will be charged for Academic Spaces if there is a charge to attend the event.
  - The only time the fee is waived for an event is when the money is being donated to a non-profit. A receipt of donation will be required.

B. Labor Fees

1. Charges will be assessed for labor related to special services.
2. Audio/Visual labor fees will begin a minimum of 30 minutes prior to the event start time and will continue through a minimum of 30 minutes after the event end time.
3. Additional labor time for A/V support may be required for special equipment, setups, and/or services and will be determined at the sole discretion of the Commons Technical Services Manager. Any additional labor needed will be noted on the Facility Use Agreement and will be communicated to the reserved user in advance of the event date by the University Student Commons.
4. There will be an additional fee for early opening and late closing past the regular operating building time. Please note, these requests must be at least 14 days prior to the event and are not guaranteed to be granted. These fees will include early open/late close fees, staffing for hours building not open, and any additional labor needed.
5. If extensive cleaning is required as a result of an event, a flat fee may be charged to the reserved user. Reserved users will be charged the replacement costs plus hourly labor, if applicable for damages, to the facilities or equipment. Charges will be determined at the discretion of The Commons staff.

C. Cancellation Fees and No Show

1. All reserved users must contact the Commons to cancel their event.
2. Cancellation of any reservation in standard rooms must be a minimum of 3 days prior to the event date.
3. Cancellation of any reservations in non-standard rooms must be a minimum of 7 days prior to the event date.
4. Late cancellation or failure to show up to your reserved event without canceling (no show) is considered a violation and may result in additional fees, loss of reservation rights, or fees for scheduled labor.
5. **Anyone assessed a fee must pay the Commons within 30 days, or reservation privileges will be suspended and all future reservations will be canceled until the fee is paid. The University reserves the right to seek any available legal remedy for failure to pay.**
6. If a University department is assessed a late cancellation fee or no show fee, the Commons will charge applicable fees to the index code provided on the EMS WebApp.

D. Payment and Balances

1. Student organizations using SGA Funds
  - A student organization may use awarded SGA Funds to pay all charges related to event requests according to the 'Confirmed-Reservation' Facility Use Agreement. In

the event that a student organization's SGA Funds does not pay all charges in full, the student organization will be responsible for paying the remaining balance. If the balance is not paid the student organization's reservation privileges will be suspended and all future reservations will be canceled until the fee is paid.

- Please consult the [Student Organization Handbook](#) for timelines for SGA funding requests.
  - Student Organizations paying with SGA funds are required to provide their event coordinator with a confirmed purchase request number.
2. Student organizations using other funding
    - Student organizations not using SGA funds must pay the balance of all anticipated charges 7 days prior to the scheduled event.
    - Any additional cost/charges incurred or credits due as a result of the event will be due to The Commons no later than 30 days following the date of the event. These charges will be invoiced within seven (7) days following the event.
    - Failure to resolve violations from that current academic year by the last day of Spring or Fall classes, may result in the loss of reservation rights and cancellation of all future events until the outstanding balance has been paid.
  3. University departments
    - University departments must submit a valid departmental index code as part of the reservation request.
    - The Commons will process a University transfer of funds (journal voucher) within 30 business days following the event, which will include all charges, including any on-site requests, late cancellations, or other related charges.
    - If the department wishes to pay for fees via other forms of payment such as check or credit card, please notify your assigned Event Coordinator prior to the final deadline of that reservation.
  4. VCU Health System/Non-University Reserved Users
    - VCUHS must pay the balance of all anticipated charges at least 7 days prior to the scheduled event.
    - Any additional cost/charges incurred or credits due as a result of the event will be due to the Commons no later than 30 days following the date of the event.
  5. Payments
    - Payments may be made by personal check, corporate check, money order, or credit card (VISA, MasterCard, Discover, and American Express).
    - **No cash payments are accepted at any time .**
    - Reserved users may remit payment by check or money order in the University Student Commons, 907 Floyd Avenue, Suite 104, Monday through Friday, 9:00 a.m. – 4:00 p.m All check or money order payments should be made payable to Virginia

Commonwealth University. The reservation number must be written in the memo section of the check.

- Reserved users will be charged an additional \$50 if their check is returned due to insufficient funds. All of their subsequent reservations will be placed on hold or suspended until outstanding charges and insufficient fund charges are paid in full.

E.

<b>USC Rental Rates 2025-2026</b>				
<b>(These rates are per hour unless otherwise noted and are subject to change)</b>				
<b>University Student Commons Event Spaces</b>	<b>Student Orgs</b>	<b>Departments</b>	<b>VCU Health Services</b>	<b>Non University</b>
Alumni Board Room	\$0	\$45	\$55	\$60
Catering/Service Kitchen	\$0	\$115 (flat fee)	\$115 (flat fee)	\$130 (flat fee)
Commons Plaza	\$0	\$90	\$115	\$235
Commons Theater	\$0	\$55	\$80	\$100
Commons Theater Registration & Concessions	\$0	\$60 (flat fee)	\$85 (flat fee)	\$115 (flat fee)
Commonwealth Ballroom	\$0	\$70	\$100	\$160
Conference Room 228	\$0	\$35	\$40	\$45
James River Terrace	\$0	\$160 (flat fee)	\$170 (flat fee)	\$245 (flat fee)
Metro Room	\$0	\$35	\$40	\$45
Richmond Salons I-IV	\$0	\$70	\$100	\$155
Richmond Salons I, II, III, IV (1/4)	\$0	\$35	\$45	\$60
Richmond Salons I-II, III-IV (1/2)	\$0	\$45	\$55	\$120
SGA Senate Chambers	\$0	\$45	\$60	\$80
Virginia Room A-D	\$0	\$50	\$55	\$105
Virginia Room A-B, C-D (1/2)	\$0	\$40	\$45	\$60
Tabling	\$0	\$55 (flat fee)	\$80 (flat fee)	Contact office
<b>Larrick Student Center Event Spaces</b>	<b>Student Orgs</b>	<b>Departments</b>	<b>VCU Health Services</b>	<b>Non University</b>
Church Hill Board Room	\$0	\$45	\$60	\$80
Court End Ballroom A-B	\$0	\$70	\$90	\$160
Court End Ballroom A, B (1/2)	\$0	\$45	\$50	\$90
Jackson Ward Room A-B	\$0	\$35	\$55	\$80
Jackson Ward Room A, B (1/2)	\$0	\$30	\$35	\$45
Tabling	\$0	\$55 (flat fee)	\$80 (flat fee)	\$85 (flat fee)
<b>Hunton Student Center Event Spaces</b>	<b>Student Orgs</b>	<b>Departments</b>	<b>VCU Health Services</b>	<b>Non University</b>
1st Floor Conference Room	\$0	\$40	\$60	\$75
1st Floor Lounge	\$0	\$50	\$90	\$205
2nd Floor Conference Room	\$0	\$35	\$55	\$70
2nd Floor Lounge	\$0	\$60	\$100	\$215
3rd Floor Conference Room	\$0	\$45	\$70	\$85

Tabling	\$0	\$55 (flat fee)	\$80(flat fee)	Call for Rate
Fee Types		Fee Charges		
Guideline Violation	Assessed based on severity of infraction			
Early Opening/Late Closing	\$350			
Late Change Request <sup>1</sup>	\$150			
Late Space Request	\$125			
Labor Types		Labor Charges		
Student A/V Tech <sup>2</sup>	\$20/hour for any part of an hour, minimum of 3 hours			
Technical Services Manager <sup>2</sup>	\$40/hour for any part of an hour, minimum of 3 hours			
VCU Police	<a href="#">Security provided as needed (Current VCU Police Rate)</a>			
Security	<a href="#">Security provided as needed (Current VCU Police Rate)</a>			

**NOTES:**

1. A late change request will be assessed for any changes made after the deadline to have all details finalized. For standard events that is 3 days, for non-standard spaces that is 7 days, and for major events that is 10 days. More than one late change request can be assessed if multiple changes are made.
2. AV Tech/Technical Services Manager Staffing cannot be added on the day of an event.

F.

## Academic Space Rate Sheet

Space Capacity	Space Type	VCU Student Group flat fee*	VCU Department for 3 hours**	Non-University for 3 hours***
0-50	Small Classroom	\$50	\$75	\$75
51-92	Large Classroom	\$50	\$75	\$100
93-299	Small Auditorium	\$50	\$75	\$125
300-424	Large Auditorium	\$50	\$75	\$150
Variable	Common Areas	\$50	\$75	\$150

\* Student groups and organizations will be charged \$50 per space per day. The rate for student groups will be charged under certain conditions. Refer to the CSS Guidelines document for more detail.

\*\* VCU Departments are charged \$75 for the first 3 hours of room use. Additional hours will be billed at \$15 per hour. Departments will be charged under certain conditions. Refer to the CSS Guidelines document for more detail.

\*\*\* Unaffiliated groups, organizations, or individuals requesting the use of space for meetings, events, conferences or trainings not sponsored by a VCU department or student organization are charged based on the above rates for the first 3 hours of room use. Additional hours will be billed at \$25 per hour.

Items not included in the base rate, that may be needed for large events, or events with special needs:

\* Special coordination rates may apply. See Coordination Fee document.

Custodial Service

Equipment Rental

Facility Assistant - Can be provided for setup assistance, on-site coordination, etc.

Technology Support

Police/Security

The office of the Provost has created this Academic Space Rate Sheet and is the only authority on changing or revising any policy or procedure within the sheet.