

Number: PPD - 0009
Subject: Special Events

The purpose of this Policy and Procedure Document is to assure that individuals desiring to convene special events at the Virginia Institute of Marine Science (VIMS) are aware of the procedures and regulations that must be followed.

VIMS facilities are to be used in a manner consistent with their intended purpose. Recognizing the importance of a broad program of extracurricular activities in the lives of its students, faculty, and staff, VIMS encourages the widest practical use of its physical facilities by campus and non-campus groups whose educational and cultural purposes are compatible with those of VIMS and William & Mary (W&M). In all matters of scheduling, the regular academic and research commitments of the Institute will have precedence over extracurricular events. Space and facilities of VIMS may be made available for other use, including use by groups not a part of the VIMS community, under terms and conditions that protect the property and financial interests of VIMS and insure no impairment of W&M's broader interests. In assigning space, VIMS will not interfere with the rights of individuals and groups as to the free expression of their view as set forth in the W&M's [Statement of Rights and Responsibilities](#) as listed in the Student Handbook. Campus facilities may not be used for specifically commercial purposes. Non-VIMS groups which are granted use of facilities may not imply in publicizing their events that such use reflects VIMS or W&M's endorsement of the organization or sponsorship of the program, except when VIMS authorizes such publicity through the appropriate administrative channels.

VIMS events – events charged to an internal index – should be reserved through the [Events Management reservation system](#) as early as possible, and more than 2 weeks prior to the event, to allow approval of setup requests. If alcohol will be served, the individual convening the event is responsible for obtaining an ABC license and written approval of the Dean and Director (see Policy and Procedure Document 0010).

Individuals planning to host a non-VIMS events – events not charged to an internal index- must contact the Advancement Office at 804-684-7061 for approval and, if approved, to set up billing for the responsible group. If alcohol will be served, the individual convening the event is responsible for obtaining an ABC license.

Room charges will be waived for **non-profit fund raisers** if all the following conditions are met:

1. Sponsored and attended by VIMS personnel only.
2. Only advertised internally.
3. Organization is non-political, non-religious.
4. Room must be left in same condition as found.
5. Reservations for events promoting VIMS' mission take priority, and may bump space for

other non-profits, if needed. Setups will *not* be waived. Reservations must be made for a room with furniture in place, or charges will apply. Tables may not be brought in or moved, due to possible damage to doorways and flooring.

Room charges will be waived for **social clubs** if all the following conditions are met:

1. Sponsored and attended by VIMS personnel only.
2. No alcohol.
3. No outside attendees.
4. Room must be left in same condition as found.
5. If after hours or on weekends, host must wait for security to lock building before departing
6. Reservations for events promoting VIMS' mission take priority, and may bump space for social clubs, if needed. Setups will *not* be waived. Reservations must be made for a room with furniture in place, or charges will apply. Tables may not be brought in or moved, due to possible damage to doorways and flooring.

The Dean and Director has the final approval on the use of VIMS's facilities for any special event. All W&M and State regulations concerning alcoholic beverages (See Policy and Procedure Document-0010) be followed.

The use of facilities at VIMS shall be in accordance with all applicable laws, including the standards of conduct of W&M. The facilities must be used in a safe, professional manner so as not to endanger the VIMS community or the general public. VIMS may restrict access to land and buildings to protect individuals, property, equipment, and scientific experiments. Any person utilizing a VIMS facility who engages in unlawful or disruptive conduct or violates VIMS or W&M policies may be asked to leave the property. Failure to comply with such requests and failure to abide by regulations governing the use of VIMS facilities constitute trespassing under Virginia state law and may lead to disciplinary action and/or arrest.

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