

POLICY: VIMS Facilities Usage and Event Approval

Virginia Institute of Marine Science
School of Marine Science
College of William and Mary
Date: March 2002

1.0 Purpose

This policy was developed to ensure the effective utilization of VIMS/SMS facilities including academic spaces and non-academic spaces. Both the rules and regulations for the approval and use of VIMS facilities and the rules and regulations that govern activities sponsored by registered student organizations, VIMS/SMS departments and non-university groups or organizations are included.

2.0 Policy

VIMS/SMS 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 seeks to encourage 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 the College of William and Mary. In all matters of scheduling, the regular academic and research commitments will have precedence over extracurricular events. To the extent not reasonably needed to promote such enhancement, space and facilities of VIMS/SMS may be made available for other use, including use by groups not a part of the VIMS/SMS community, under terms and conditions that protect the VIMS/SMS proprietary and financial interests and insure no impairment of the of the broader institutional interests of VIMS/SMS. 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 College's *Statement of Rights and Responsibilities* as listed in the Student Handbook. Non-VIMS/SMS groups which are granted use of facilities may not imply in publicizing their events that such use reflects VIMS/SMS or the College of William and Mary's sponsorship of the organization or its program, except when VIMS/SMS authorizes such publicity through the appropriate administrative channels.

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

2.1 Request To Use Facilities

Use of a facility must be scheduled and approved prior to the event. Requests should be directed to the Special Events Coordinator. Phone number (804) 684-7101, or email: rae@vims.edu.

2.2 Request for Event Approval

Completion and submission of the *Special Events Setup Form* also serves as a request to hold the event. Confirmation of space implies that the event has been approved. www.vims.edu

2.3 Charges for Use of VIMS/SMS Facilities

Facility use rate schedules will be provided by the Special Events Office or under www.vims.edu.