



VCU

Reservation and Use of Space

Policy Type: Administrative

Responsible Office: Division of Student Affairs, Office of the Provost and Vice President for Academic Affairs

Initial Policy Approved: 12/11/2017

Current Revision Approved: 05/29/2018

Policy Statement and Purpose (partial adaptation)

Any person who violates these restrictions may be excluded from university property, subject to criminal penalties for trespass, or subject to university action under applicable policy, such as the Student Code of Conduct or employee conduct policies. For the purpose of this policy, the term “person” may include an individual, group or organization based on the context.

Events requiring authorization (Major Events)

All Major Events require advance notice and permission from the university because they may disrupt university functions or activities, destroy property, or present insurmountable or unreasonable logistical or security challenges. A Major Event is an event, other than an academic course, program, or curriculum approved by the provost, which involves any one of the following risk factors:

1. Installation of any structure, such as a tent, stage, scaffold, bleacher, bounce house, or carnival style ride
2. Outdoor amplified sound, including but not limited to bullhorns, Bluetooth speakers, etc.

VCU Administrative Directive

1. **In support of the above policy, any objects and/or items that could be used to build or aid in the construction of any structure, are not allowed and *will* be removed immediately.**
2. **Any event with more than 50 persons in attendance will be considered a Major Event and requires advance notice, permission from the university and must be approved, in advance. Those in attendance for non-approved events will be asked to leave.**
3. **Wearing a mask for the purpose of concealing one’s identity is not permitted on university property. University officials will request identification from any individual wearing a mask. Failure to comply with a request is subject to disciplinary action and arrest for violation of Virginia Code § 18.2-422.**