

## Facilities Use Rules

- A. All events must have an institution-affiliated sponsor or be pursuant to a signed facility use and/or rental agreement with an external third-party user that obligates the third-party user to comply with the College's use rules. Both institution-affiliated and external third-party users must designate someone onsite or immediately available throughout the event who is responsible for ensuring compliance with use rules.
- B. Certain locations are altogether prohibited from usage for events, including designated student housing, administrative buildings, and academic buildings during instructional time.
- C. An advance reservation process with a written agreement is required. The agreement must include specified times and identified locations for the reserved use. Such reservation must include an agreement to follow College facility use rules and to comply with all federal, state, and local laws. The reserving individual must acknowledge these obligations and agree to comply.
- D. Groups and individuals participating in the facility use activities are accountable for compliance with the provisions of this policy. Violations of this policy may be grounds for disciplinary action against students and employees. Violations of this policy also constitute grounds for revocation of the user's facility use permit. Individuals or groups who invite non-College participants may be held accountable for such participants' compliance with this policy.
- E. No illegal activity is permitted at events.
- F. Disrupting or obstructing the normal learning, living, or work environments of other members of the College community or the functions or activities of the College (as well as activities conducted on the College's property with its permission) is prohibited. Examples include: blocking entrances, corridors or exits; interfering with ongoing educational activities, cultural events, or recreational, extracurricular or athletic programs; unauthorized presence in a building after normal closing hours or after notice that the building is being closed; interfering with vehicular or pedestrian traffic; creating unsanitary conditions; and interfering with any other effort to protect the health and safety of members of the College community or larger public.
- G. The construction or occupation of a Camping Tent is prohibited.
  - 1. "Camping Tent" means any collapsible tent or structure, typically having as its basic components a flexible material supported by a framework, designed, intended, or used as temporary shelter while camping or on recreational outdoor outings. Camping Tents may include tents known as "pup tents," "dome tents," "cabin tents," "hiker tents," and "backpacking tents."
  - 2. A "Camping Tent" does not include a tent with all sides entirely open and where there is an unobstructed view into such tent from the outside at all angles.
  - 3. All tents require advance approval through the facility use approval process. Only Event Tents shall be permitted to remain on the property overnight. All other tents of any type must be removed no later than 11:00 p.m.
    - a. "Event Tent" is a non-Camping Tent and is not less than 400 square feet or a tent that requires skilled or professional installation and removal.
      - i. Event Tents must comply with all other College Facility Use Rules.
      - ii. Event Tents may not be occupied or used during the hours of 6:00 am until 11:00 pm.
  - 4. Camping is prohibited on property owned, leased, or operated by the College, Virginia Community College System, or their foundations.
    - a. "Camping" means the act of using any part of the property or facilities for living accommodation purposes, such as establishment of temporary or permanent living quarters, sleeping outdoors overnight or making preparations for overnight sleeping (including the laying down of bedding), storing personal belongings, using any tent, shelter, or similar structure regardless of size for

sleeping; sleeping in, on, or under parked vehicles, or setting up temporary or permanent sleeping areas outdoors or in structures not designated for human occupancy.

- b. "Camping" does not include the use of College, VCCS, or their foundations' property that has been wholly or partially designated as sleeping or relaxation areas; a tailgating activity in conjunction with a College, VCCS, or foundation event; or the use of temporary hammocks or lounge furniture on College, VCCS, or foundation owned property for recreation or studying activities outdoors during the hours of 6:00 am until 11:00 pm.
5. These prohibitions shall not apply to the College, the Virginia Community College System Office, or the College or System foundations or to Non-Camping Tents erected for their use.
6. These prohibitions shall not apply to federal, state, or local governments or their agencies or to Non-Camping Tents erected for their use.