

# VCU Parking and Transportation

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<b>VIRGINIA COMMONWEALTH UNIVERSITY</b>	<b>FMD PARKING AND TRANSPORTATION</b>
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<b>APPROVED BY:</b>  <hr/> <b>Director</b>	<b>USE OF PARKING FACILITY FOR SPECIAL EVENTS</b>

**EFFECTIVE DATE: July 1, 2018**

**REVISION DATE: 8/9/18**

## I. PURPOSE

This guideline details the requirements and responsibilities associated with utilizing a parking facility to host a special event.

## II. GUIDELINE STATEMENT

VCU Parking and Transportation reserves the right to grant or deny requests to use parking facilities for special event purposes. Special event use shall only be granted during periods that will not impact VCU parking operations or interfere with the primary use of the facility.

## III. APPLICATION OF GUIDELINE

### A. Requestor's qualifications:

Special event use of a VCU parking facility will only be granted to a University recognized department or agency or an affiliated agency that is sponsored by a University department or student organization; sponsor is responsible for submission of application materials and ensuring use terms are upheld.

### B. Requestor's Responsibilities:

1. Ensure user and event meets University standards.
2. Ensure that all completed application materials are on file with Parking and Transportation no less than 14 calendar days prior to the requested date of facility use.
3. Application materials include:
  - Completed request application
  - Completed Insurance Waiver
  - Signed Release and Waiver of Liability
  - Signed agreement that all policies, procedures, and terms are understood and agreed upon.
  - Proof of vendor business license and insurance if required.
4. Supply additional information or documents as deemed necessary.
5. Ensure policies, procedures, and terms for special event use are upheld.
6. Submit required payment for use by designated deadline.

### C. Parking and Transportation's Responsibilities:

1. Provide notification to applicant of approval or denial of special event use request, and, if request is approved, provide terms for special event use to include location, date, start and end times of use, quoted cost, and payment deadline.

2. Forward Insurance Waiver and Release and Waiver of Liability to Risk Management.
3. Collection of payment for use fee and, if applicable, security deposit and/or other fines and fees.
4. Inspect location before, during, and after event use.
5. Return security deposit, if applicable, with acceptable inspection and fulfillment of use terms, as determined by Parking and Transportation.

D. Policies and Procedures:

1. Premises cannot be used for unlawful behavior and all use must comply with University standards, rules, and regulations.
2. The parking facility may not be altered in any way. The Department or Agency requesting the use of the facility (or the sponsoring Department or Agency) shall be responsible for any damage to the property as a result of the event or by an attendee. A damage/repair assessment will be conducted by Parking and Transportation after the event use. Area must be left in the same or better condition, as determined by Parking and Transportation.
3. If request use was obtained for an affiliated agency through sponsorship by a University department or student organization, a responsible party from the sponsoring agency must be present during the event use period.
4. Tents must be secured by weighted device such as water filled barrels. Tents may not be staked within any parking surface.
5. Additional fees shall be assessed for any damage or alteration to the facility as defined within the policies and procedures, and determined by Parking and Transportation.
6. Parking and Transportation assumes no responsibility for equipment, people, or upkeep, including maintenance, safety, and security, at any time during the special event use.
7. Event set up and completion of removal and clean up must take place within use period as determined by established start and end times as designated in the agreed upon terms of use.
8. Trash container placement and removal is the responsibility of use requestor. All trash must be secured in proper containers throughout the event and disposed of prior to the conclusion of the use period.
9. Glass containers of any type are not permitted within the parking facility.
10. Open pit fires are prohibited. Grills are permitted, but must be elevated a minimum of one foot from the parking surface to prevent damage to the surface.
11. Animals are not permitted with the exception of a service animal.
12. VCU Police and/or security are required at the following:
  - a. Events occurring outdoors with an expected attendance of 200 or more;
  - b. All events where alcohol will be present;
  - c. Events with a history of security problems;
  - d. Any event where cash or other valuables are being accepted;
  - e. Any planned demonstration regardless of anticipated attendance; and,
  - f. Events where the nature of the presentation, speaker, or other factors may create safety and/or security issues.
13. Events at which alcohol will be served must conform to state law and University regulations regarding the sale and/or service of alcohol in campus facilities. Refer to the Procedures for Consumption and Distribution of Alcohol at University Events. A vendor licensed by the Virginia Alcohol Beverage Control Board must provide the alcohol service. Exception must be obtained by the University Office of Risk Management at least ten days prior to the event.
14. The use of University parking facilities for the sale of goods or services is strictly regulated and must conform to University policies.

15. Arrangements must be made to accommodate parking for attendees. This plan shall be coordinated with and is subject to approval by Parking and Transportation.

E. Special Event Use Fee:

1. The facility use fee will be \$500.00 per event not to exceed one 24 hr period or \$16.00 per parking space used per event, whichever is greater. Events held over multiple days will be charged these figures each calendar day. These figures do not constitute any payment for parking provisions for attendees.
2. There will be a \$300.00 fine for failure to return the lot to the original condition, as determined by Parking and Transportation, prior to the end of the established use period.
3. Parking and Transportation reserves the right to apply a security deposit in addition to the use fee in the amount of \$250 based on the type and location of the event.
4. Payments are accepted in the form of cash, check, or charge (Visa, MasterCard, Discover, or American Express) and must be received by the designated deadline. Returned checks or failure of credit card purchases due to insufficient funds will result in a \$25.00 service charge. Departments may also provide payment via a valid department budget code.

F. Additional Information:

Questions regarding application of this policy should be directed to the Parking and Transportation Special Events Department via 804-827-3400 or [prkgevent@vcu.edu](mailto:prkgevent@vcu.edu).