



TITLE: EVENT PLANNING AND FACILITIES RENTAL MANAGEMENT

POLICY NO: -11

EFFECTIVE DATE: 05/18/2010

REVISED DATE: 03/23/2023

I. Purpose:

To establish policy for the planning of events supported and sponsored by the college and the use of J. Sargeant Reynolds Community College facilities by internal and external groups.

II. Definitions:

outside of the College.

Facilities all buildings, rooms, grounds, and equipment leased and/or owned by the college

_____ except the rooms managed exclusively by the Community College Workforce Alliance.

Facility rental the rental of college owned facilities which are coordinated through the Office of Events.

Internal groups formally established groups of Reynolds students, employees, advisory committee members or governing or foundation board members.

Office of Events oversees event scheduling college wide. By managing campus events as a full process The Office of Events evaluates requests to ensure events and facility rentals are compatible with the mission of the college and assesses service demands in order to provide the most advantageous dates and venues. Provides guidance and support for college planners and oversees the conceptualization, planning, and implementation of signature events to support the mission of the college.

Scheduling Portal: online platform that manages the scheduling process for facilities and associated resources college wide.

Support Services—additional services and resources needed for a meeting or event in addition to the use of the facility. This includes but is not limited to setup, audiovisual support, and parking needs.

III.

the facility's rental coordinator, who shall seek the approval of the vice president of Finance and Administration or his/her designee by submitting [JSRCC Form No. 0214](#), Request for Use of Alcohol at Events by External Groups on J. Sargeant Reynolds Community College Campuses. College approval for use of alcoholic beverages must be granted before seeking a Virginia ABC banquet license. The presence of security officers throughout the event may be required at events where alcoholic beverages are provided.

2. In accordance with [JSRCC Policy No. 4](#), Eating, Drinking, and Smoking in College Facilities, smoking is prohibited in all college-owned, rented, or occupied facilities. Smoking is only allowed in designated smoking areas outside of college facilities at each campus.

IV. Procedures for [Event Planning and Facility Rental Management](#), 14