VIRGINIA MILITARY INSTITUTE
Lexington, Virginia

GENERAL ORDER)
NUMBER 33) 13 June 2012

**Use of Crozet Balcony and Sub-Altern Officers Mess Policy**

1) Purpose: The purpose of this policy is to establish standard procedures and guidelines for the use of Crozet Hall Balcony and the Sub's Mess located in Crozet Hall.

   a) The Crozet Balcony is a formal dining area located on the 200 level of Crozet Hall overlooking the main dining area. It is a place of special significance and will not be used routinely for dining or meetings. The following are examples of appropriate events for Crozet Balcony:
      - Dinner speaker to the Corps of Cadets or portion of the Corps
      - Thanksgiving and Christmas Dinners.
      - Corps Values Dinner.
      - Special guests of the Superintendent visiting VMI (e.g. BOV members, legislators, etc)

   b) The Sub's Mess is an informal reception area located on the 100 level of Crozet Hall. It is also a place of special significance and will not be used routinely for dining or meetings. Dining capacity, when authorized, is limited to 24 attendees. The following are examples of appropriate events for the Subs Mess:
      - Promotion or retirement ceremonies
      - Awards ceremonies
      - Small reunion gatherings
      - Pre-dinner reception area for dinners occurring in Crozet Hall
      - Small to medium lunches at Crozet Hall involving special guests of the Institute

2) Auxiliary Services/Aramark will ensure that the Crozet Balcony and Sub's Mess are available and preset for use including the setting of plates, silverware and glassware.

3) All audio-visual requests and coordination must be made thru the IT Help Desk. A request to use the audio visual system must include a detailed description of the event, presentation, equipment requirements, time length, rehearsals, the speaker/responsible person, and the audience.

4) All non-Superintendent requests to use the Crozet Balcony or Sub's Mess and or the Crozet Hall audio visual system must be submitted in writing to the Director of Auxiliary Services, and approved by the Chief of Staff. Each request will include a detailed description regarding the event, schedule of events, and a number of attendees.

5) Any use of alcohol in these areas must be pre-approved by the Chief of Staff.

6) The Crozet Balcony and Sub's Mess calendars will be maintained by the Office of the Chief of Staff.

FOR THE SUPERINTENDENT:

Jeffrey H. Curtis
Colonel, USAF (Ret.)
Chief of Staff

Dist: E, Cadets

OPR: Auxiliary Services