VIRGINIA MILITARY INSTITUTE
Lexington, Virginia

GENERAL ORDER)
NUMBER 68) 14 August 2013

Scheduling, Use and Maintenance of McKethan Park

1. **Purpose and Applicability.** The purpose of this policy is to establish the requirements for scheduling, use and maintenance of McKethan Park. It applies to VMI cadets, employees, ROTC departments, alumni groups, and others requesting use of this VMI facility to include the observatory, pavilion, softball field, camping areas and Trap and Skeet Range. The Trap and Skeet Range is not open to the public for use.

2. **Responsible Official.** The Physical Plant is responsible for the administration of this policy with regard to the scheduling, use and maintenance of McKethan Park.

3. **General.** McKethan Park is scheduled, operated, and maintained by the Physical Plant. VMI assumes no responsibility or liability for any bodily injury or property damage arising, either directly or indirectly, from the usage of the property, whether such operations are by the scheduled user or trespasser or by any subcontractor, or by anyone, directly or indirectly, employed by either VMI or a subcontractor. All users must leave the facility clear of all debris and ensure trash is taken to the dumpster located on Old BV Road.

4. **Scheduling and Contract.** Call 540-464-7358 to schedule any of the McKethan Park facilities. Priority is given to cadet functions. A non-cadet function may be canceled if a cadet function must be held at a McKethan Park facility at the same time. A Facility Use Agreement must be signed within 10 calendar days of scheduling an event or the event will be removed from the schedule. Fee payment, if required, and park access information will be provided when the contract is signed. Whenever necessary, without interrupting VMI's normal use of the facility, Physical Plant will provide to the user time periods for practice or rehearsals at no additional charge.

5. **Facility Use Fee.**
    a. There is no charge for use of the pavilion, camping areas or softball field by cadets or VMI departments for use with cadets for picnics, meetings, training exercises, etc. Users will furnish all personnel necessary (i.e. umpire, security, chef, etc.) for the operation of their event and will be responsible for paying all such employees as required. Users will be financially responsible for repairs and/or replacements to property in and on the facility which may be damaged or impacted by actions beyond the "normal use" category (i.e. use of firewood will result in a replacement fee).

    b. There is no fee for using the Trap and Skeet Range by ROTC departments, alumni groups or the Trap and Skeet Club Team.

c. There is a facility use fee for any event held at McKethan Park (excluding the Trap and Skeet Range) that is not cadet-related. The maximum capacity for a pavilion event is 250 people. The following fees are payable to Physical Plant at least ten calendar days prior to the scheduled event (fees are subject to change):

Event for up to 50 people:	$ 75
Event for 51 to 100 people:	$100
Event for 101 to 250 people:	$125

6. **Maintenance**. The facility will be cleaned prior to each scheduled use. Restrooms are available to users from 1 April through 31 October. The user is responsible for providing port-a-potties for events larger than 100 people or for events scheduled from 1 November through 31 March.

7. **Alcohol**. The use of alcohol is not permitted at McKethan Park. Requests for exception to this policy should be sent to the VMI Chief of Staff in accordance with General Order Number 2, Alcohol Policy.

8. **Safety Requirements.** Users should be aware that McKethan Park is home to many wild creatures including snakes, bees and deer. The terrain is also naturally uneven and contains fallen timber which may result in tripping or falling. All users should have on hand a first aid kit in case of an injury.

9. **Trap and Skeet Range Use.** The Trap and Skeet Range is solely for the use of the Trap and Skeet Club Team, ROTC departments and for pre-approved alumni events. A VMI certified Range Control Officer must be present at all events held at the Trap and Skeet Range. All users are required to be familiar with the published Range Standard Operating Procedures maintained by Deputy Commandant, and should consult General Order Number 64, VMI Firing Ranges Policy.

10. **Observatory.** The VMI Observatory is operated and controlled by the Department of Physics and Astronomy. All requests for use should be directed to that department.

FOR THE SUPERINTENDENT:

James P. Inman
Colonel, US Army (Ret)
Chief of Staff

DIST: E, Cadets

OPR: Physical Plant