VIRGINIA MILITARY INSTITUTE
Lexington, Virginia

GENERAL ORDER)
NUMBER 72) 21 March 2013

VMI Event Scheduling Policy

1. **Purpose:** The purpose of this policy is to establish standard procedures and guidelines for event scheduling at VMI and to ensure all events are properly scheduled and coordinated. The ultimate goal is to reduce potential scheduling conflicts within the VMI community, in addition to the Rockbridge County community, and ensure all events that VMI hosts can be successful.

2. **Scope:** This policy will apply to all events scheduled at VMI involving off Post visitors, or those utilizing VMI facilities.

3. **Scheduling Requirements:** Prior to any event being approved and placed on the VMI Calendar, the following must take place:

   a. Coordinate with the facility owner (building coordinator or facility coordinator) to ensure that the facility is available on the planned time and date;
   b. Verify that the type of event planned is an authorized activity for that facility; and
   c. Verify with all support agencies (Physical Plant, Auxiliary Services, Post Police, etc) to ensure they have adequate time and resources to support the event, to include set-up and recovery from the event.
   d. Verify with ACOS to determine conflicts with other events taking place at VMI or within Lexington (conflicts may include parking, vehicle traffic, etc).

4. **Scheduling Approval:** Once the above criteria have been verified and approved, the event will be presented before the VMI Calendar Committee and placed on the VMI Calendar (the Committee meets every other month). The following information must be provided to the Calendar Committee for review:

   a. Date and time of event
   b. Facilities used for the event
   c. Estimated number of individuals attending
   d. Estimated number of vehicles on post
   e. Special needs/handicapped support requirements
   f. Any required Cadet support (availability of cadet support will be dependent on the Corps of Cadets scheduled requirements: barracks, academic, military and athletic).
   g. Ensure any and all Facility Use Agreements have been coordinated and completed through Physical Plant.

5. **Short Suspense Events:** If time does not permit the scheduling to be considered by the Calendar Committee, the organizer must contact the Assistant or Chief of Staff immediately after completing the items in Paragraph 3.

6. **Athletic Event Scheduling:** It is recognized that athletic conference controls the scheduling of many athletic events. The Athletic Department should immediately transmit those schedules to the Chief of Staff's office so they can be placed on the Calendar. When other events are scheduled by the Athletic staff where the staff has control over the date, it is vitally important that the coordination and consultations take place. Many events will involve large numbers of spectators, vehicles, and the presence of buses on Post. With limited police, Physical Plant, parking, and other support assets, it is imperative that when scheduling these events:

   a. Review the VMI Calendar to ensure no other events are scheduled in that facility or otherwise would impact the event;
   b. Physical Plant, Auxiliary Services, and/or Post Police services can be provided adequately for the event;
   c. Requested Cadet support has been coordinated through the Commandant's Office and;
   d. The Calendar Committee or Chief of Staff is notified immediately thereafter.

7. **Facilities use Agreements:** When non-VMI organization request to use VMI facilities, there may be a requirement for a Facilities Use Agreement. This is an important document that ensures the user is aware of rules and restrictions and addresses safety and liability issues. For athletic fields and athletic facilities use, Physical Plant should be contacted. For use of facilities at McKethan Park, Physical Plant should be contacted.

8. **Meeting Spaces:** Attached is a list of conference and meeting room spaces located on Post. It is provided for reference.

9. **Prohibited Activities:** All events at VMI must conform to state and federal laws and regulations as well as VMI regulations and policies. No event should be conducted at VMI where the proponents offer child care services to attendees. Any event involving the use of alcohol must be in accordance with General Order 2, *VMI Alcohol and Controlled Substances Policy*.

10. The Chief of Staff's Office is responsible for maintaining the VMI Calendar and chairs the VMI Calendar Committee. The Chief of Staff is directly responsible for all major Institute events and is the coordinating authority for other events.

FOR THE SUPERINTENDENT:

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

Appendix A – Conference Meeting Room Spaces

DIST: E
OPR: Chief of Staff

Meeting Spaces across Post

Revised July 2014

Please note the scheduling person for each area is listed below. This is the only person with authority to schedule these facilities, and to coordinate these areas avoiding conflicts.

Location	Contact Person	Phone	Capacity	Notes
Cameron Hall	COL Hutchings	7307	5800 in stands	Dependent on set up (500 seats on floor)
Cocke Hall Gym Floor	Ronnie Weeks	7317	800	
Crozet Hall/200 level (old Bookstore area)	Peter Hodgkins	7374	200	computer, audio and video interface
Crozet Hall/200 level (old PX area)	Peter Hodgkins	7374	200	computer, audio and video interface
Hinty Hall Conference Room	Tracy Gordon	7130	18	TV/laptop & projector
JM Hall/200 Level Conference room	COL Keith Gibson	7334	40	
JM Hall/300 Level	Sandi Shiplett	7314	650	Plus 405 seats available on the 400 balcony
Mallory Hall 135 - Lecture Room	Sherry Byers	7225	350	AV/sound system available /no refreshments
Marshall Hall / Alleghany Room	Kathy Wirtanen	7361	14	screen, projector, video, and computer hookups
Marshall Hall / Blueridge Room	Kathy Wirtanen	7361	14	screen, projector, video, and computer hookups
Marshall Hall / Executive Board Room	Kathy Wirtanen	7361	14	screen, projector, video, and computer hookups
Marshall Hall / Gillis Theatre	Kathy Wirtanen	7361	500	AV/sound system available
Marshall Hall / Hall of Valor	Kathy Wirtanen	7361	500	AV/sound system available
Marshall Hall / New Market Room	Kathy Wirtanen	7361	28	screen, projector, video, and computer hookups
Marshall Hall / Shenandoah Room	Kathy Wirtanen	7361	28	screen, projector, video, and computer hookups
Marshall Library/ Marshall Library	Leigh McFaddin	463-7103	45	Dependent on set up
Marshall Library/Foster Room	Leigh McFaddin	463-7103	10	Board Room table and chairs
Marshall Library/Pogue Auditorium	Leigh McFaddin	463-7103	100	Dependent on set up
Moody Hall Activities Room	Lisla Cowles	7221	162	Dependent on set up
Moody Hall Board Room	Lisla Cowles	7221	25	With a 55" flat screen w/computer
Moody Hall Executive Dining Room	Lisla Cowles	7221	24	
Moody Hall Lounge	Lisla Cowles	7221	32	Dependent on set up
Neikirk Hall Board Room	Becky Clemmer	7287	30	
Neikirk Hall Small Meeting rooms (2)	Becky Clemmer	7287	10	
Nichols Engineering Building Auditorium	Dawn Cochran	7236	157	No refreshments allowed/multi-media
Preston Library 300C	Janine Hutchings	7228	15	screen, projector, video, and computer hookups
Preston Library/Projection Room	Janine Hutchings	7228	20	
Preston Library/Turman Room	Janine Hutchings	7228	80	AV/sound system available
Scott Shipp Hall 106	Mitzi Waters	7240	26	Table set up/ SMART classroom
Scott Shipp Hall 501/502	Deneise Shafer	7240	59 / 52	Available Evenings Only - 111 seats total
Smith Hall Board Room	Dean's Office	7212	28	computer, projector, DVD available
Smith Hall Conference Room	Katrina Butner	7104	10	Conference phone and Internet available