



Non-University (External) Group Event Requests

Guidelines and Request Form

Thank you for your interest in reserving an event venue on Virginia Tech's campus!

In accordance with [Virginia Tech Policy 5000](#) (section 2.1), all non-university groups (businesses, non-profits, or organizations external to the university) must be sponsored by a registered student organization or university department to come on campus. Student organizations and/or university departments partnering with a non-university group to host an event, advertised, etc. are agreeing to be responsible for the non-university group during their time on campus. **This means non-university groups are unable to make an event reservation with Event Services directly and must secure a university sponsor prior to submitting a request.**

Please note; all non-university groups are billed at the "non-university rate" for event venues, services and equipment regardless of sponsor classifications. See the linked [Venue & Equipment Information](#) for an exact price listing.

Additionally, a [Certificate of Insurance](#) is required of all outside entities (non-university groups)/vendors who host events as a non-university group, or receive payments for goods and/or services. A Certificate of Insurance will also be required from the sponsoring organization.

"Selling" or "Marketing" for a Non-University Group on Virginia Tech's Campus:

In accordance with [Virginia Tech Policy 5215](#), Commercial Activity (Section 2.1.1) is defined as "any sale, solicitation, or promotion/marketing that results in the securing of a profit or benefit for a non-university group, organization, or business". Commercial activities are generally prohibited and include, but are not limited to -

- Actual selling of products, goods, or services that would benefit the external group, organization, or business (unless the sole benefit is for a nonprofit organization)
- Provide product promotion or marketing (including coupon distribution) even if no products are being sold on site.

Commercial Activities may be permitted if the following conditions are met:

1. The university does not offer the goods or services, **and**
2. The activities are deemed necessary to the "purpose of the university", **or**
3. The activity would provide a direct and sole benefit to the university-affiliated organization (*100% of the proceeds from sales must go to the sponsoring organization; Profits cannot be split between the non-university group and the sponsoring organization*)



IMPORTANT: Virginia Tech is a Coca-Cola exclusive campus, and as such, competing products are NOT allowed for sponsorship.

Securing a University Sponsor

Any Virginia Tech Department or registered Student Organization (RSO, UCSO, USLP) can serve as a sponsor for a non-university group. Virginia Tech and Event Services will **not** provide non-university groups with contact information or a list of potential sponsors. All non-university groups are responsible for establishing a partnership with an individual Virginia Tech organization/department on their own.

Responsibilities of a University Sponsor:

As a university sponsor, the student organization or university department is directly responsible for:

- involvement in all communication and all information regarding sponsorship and non-university group activities.
- serving as liaison with all university agencies supporting the event; including but is not limited to VTPD, Rhino Security Services, Office of Emergency Management, etc.
- assisting with registration/arrival/check-in and/or departure/check-out of attendees;
- maintaining responsibility for all record keeping associated with the event, in compliance with the state records retention schedules; and
- having a representative onsite throughout the event.
- Registered Student Organizations sponsoring a Non-University Group must supply a Certificate of Insurance covering their organization.

Event Reservation Fees, Invoicing and Payment:

All non-university related events are subject to event venue and equipment rental fees. See the linked [Venue & Equipment Information](#) for an exact price listing.

- A \$50 fee per location/day is required in all outdoor venues (Campus Common Spaces).
- Fees for all indoor locations vary by venue.
- Reserving additional equipment in any space will incur additional fees.

The Non-University group will be billed directly prior to the event date. Payment can be submitted via Credit Card. No other payment options are available. *Please note; all non-university groups, regardless of non-profit or business status, will be billed at the "Non-University Groups" rate.*

If you have any questions about the above information please reach out to Event Services directly at 540-231-5005 or eventservices@vt.edu



Making A Request:

To submit your request to reserve a location managed by Event Services, please fill out the form below:

[Non-University Group Event Requests](#)

Please note that you must have a sponsor secured prior to filling out the form and the reservation being requested.