UNIVERSITY OF RICHMOND

Policy Manual

Policy #:	PRM-1005	**Policy Title:**	University Events and Space Reservations Policy
Effective:	08/10/2026	**Responsible Office:**	Office of Events, Conferences & Support Services
Date Approved:	08/10/2026	**Approval:**	Executive Vice President and Chief Operating Officer
Replaces Policy Dated:	2/15/2025	**Responsible University Official:**	Senior Associate VP for Campus Operations

PURPOSE:

The purpose of this policy is to create clear and consistent processes and policies for scheduling and use of University Space, support efficient use of University Space, ensure public safety, and follow sound accounting and cost practices.

SCOPE:

This policy applies to the University of Richmond and all space owned or leased by the University, including both indoor and outdoor locations.

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POLICY STATEMENT:

PRM-1005.1 – Definitions

Sponsoring Group: The University department, unit, or registered student organization or external organization or individual that is scheduling, directly overseeing, and paying for anevent.

University-Sponsored Events: Those activities directly related to the life of the campus community including academic, cultural, social, recreational and student programming activities, intercollegiate athletic events, events for prospective students, and alumni events hosted by or in collaboration with Advancement. University-sponsored events must be scheduled, sponsored, and directly overseen by faculty, staff, administrative offices, or registered student organizations. Academic conferences sponsored by the University and athletic camps sponsored by University Athletics or its coaches are considered University-sponsored events.

University Co-Sponsored Events: Programs, conferences, camps, workshops, resource development activities and/or meetings involving two entities: (1) a University division, school, academic department, administrative unit, or registered student organization and (2) an external organization. Co-sponsored events must advance the University's mission; provide benefit to students, staff, and/or faculty as attendees; and the University co-sponsor must be directly involved in scheduling, organizing, overseeing, and participating in the event.

Non-University External Events: Programs and activities sponsored by individuals, organizations or groups not part of the organizational structure of the University who request to use University facilities for the benefit of their own programs or organizations. Examples of non-University external events include weddings, fundraising events that do not benefit the University, and other types of meetings and events sponsored by business, government, individuals and non-profit organizations. Events sponsored by University employees that do not have a University-related business purpose are considered non-University external events (e.g., private parties or meetings of organizations to which employees belong that do not have a direct business purpose for the University).

Business Purpose: The business purpose establishes that a particular good, service or activity is necessary to fulfill the mission of the University and primarily benefits the University.

University Space: All space owned or leased by the University, including both indoor and outdoor locations, is considered University space.

Academic Use Spaces: University classrooms, auditoriums, studios and laboratories, whose primary purpose is holding classes, conducting research, or accommodating other academic activities and which are designated as Academic Use Spaces in the University Space Taxonomy.

Priority Use Space: Spaces primarily allocated to mission-specific purposes (e.g., Athletics facilities for athletics purposes) and are designated as Priority Use Spaces in the University Space Taxonomy.

Local Use Space: Spaces, typically embedded within departments or units, that are utilized primarily by the employees or students in that unit and are designated as local use spaces in the University Space Taxonomy. Also referred to as "locally managed" spaces.

General Use Space: All spaces at the University not categorized as academic, priority use, or local use and designated as General Use Spaces in the University Space Taxonomy.

Conference Rooms: Small meeting spaces that are not classrooms and are within or immediately adjacent to, and primarily used by, a specific office or department.

Meeting Spaces: Spaces that are not classrooms and are accessible without entering an office suite or priority use area.

Amplified Sound: Sound that has been increased in energy or volume through the use of equipment, such as speakers, microphones, bullhorns, or sound systems.

Confirmation: A notification that is sent to a sponsoring group through the centralized reservation system that contains event details (reservation and booking date and time, setup, service orders, resources, etc.). A confirmation notification informs the sponsoring group that all details have been secured and is ready for final review.

Tentative Notice: A notification that is sent to a sponsoring group through the centralized reservation system that contains a list of a requested spaces that have been held, and requests additional information and details about the event. The event is not confirmed until all details have been finalized with Events, Conferences & Support Services staff.

Services: Any resource or requests/need that supports the setup and/or execution of an event. Services include but are not limited to catering, setup (i.e. tables, chairs, configuration, etc.), electrical, audiovisual, event safety, etc. These details are required to confirm an event is finalized.

PRM-1005.2 – Prioritization of Space Scheduling

All space on campus is a University resource. The University, in accordance with this and other policies, will determine which activities may be held on campus and establish fair and reasonable charges for the use of University facilities.

When evaluating space requests, the Office of Events, Conferences & Support Services (ECSS) assigns priority based on the purpose of the event, the type of space being requested, and the group requesting space, in consultation with the Event Evaluation Committee (EEC) as necessary (*see Appendix A*).

Purpose of the Event

The primary purpose of facilities at the University of Richmond is to support and advance the mission of the University. Priority scheduling is given to classes and related educational activities (labs, exams, etc.); intercollegiate athletic competitions; University-wide events, such as Move-in, Orientation, Commencement, Homecoming, and Reunion; official prospective student events; and major institutional speaker series.

Type of Space

The University's Space Taxonomy assigns University space to one of four scheduling classifications – academic use, priority use, general use, and local use – which determines when and how spaces may be

available for different types of activities. (See *PRM 1002-Policy on Space Allocation and Facilities Resources)*

- Academic activities have first priority in Academic Use Spaces, and all activities in classrooms are scheduled or approved by the Office of the Registrar.
- Priority Use Spaces will only be made available for other purposes when the facility is not in use for its primary function, and only after consultation with the Priority Use Contact for that facility. Priority Use spaces will not typically be available for other purposes if there is another suitable space available.
- Local Use Spaces are generally not available except to local residents of that building or unit. Conference Rooms are local use spaces.
- General Use Spaces are generally available and reservable by the campus community. Meeting Spaces are general use spaces.

Sponsoring Group / Event Sponsor

In addition to evaluation based on event purpose and the type of space (noted above), use of facilities for events is first made available for University-sponsored events, then University co-sponsored events, and then may be made available to non-University external events as space is available. Availability of spaces and costs associated with events differ depending on the sponsoring group.

In order to most effectively steward University resources and make events accessible to University constituents, University-sponsored events will typically be held in University spaces, if an appropriate space and catering resources are available.

University departments, staff or faculty may not host or co-sponsor a private event or an event for a personal organization in University space that is not directly related to a University business purpose. Such events that do not have a University business purpose are considered non-University external events, even when hosted by an employee of the University, and must follow the processes associated with non-University external events.

PRM-1005.3 Event Evaluation

All non-University external event requests must be made through ECSS using the centralized reservation system.

No campus department will turn down or accept a non-University external event without referring the request to ECSS.

For requests for large or complex external events, ECSS may consult with the Event Evaluation Committee (EEC) before determining whether to accept a non-University event. See Appendix A for membership of EEC.

The EEC is responsible for reviewing and advising whether to approve or disallow major external event requests based on alignment with the University's mission, availability of logistical support to host the event, and alignment with other University business that might be affected by the event (e.g., classes, exams, prospective student visits, intercollegiate athletic competition).

The EEC will consult the Event Logistics Committee where appropriate as part of the event consideration process. See Appendix B for campus membership of the Event Logistics Committee.

PRM-1005.4 Scheduling

With the exception of locally managed spaces, space reservation requests for University spaces (indoor and out) must be made through ECSS using the centralized reservation system, and should be submitted no later than three (3) business days before an event. Reservation requests for locally managed spaces must also be made through the ECSS if any resources or services (e.g., catering) will be required in the space.

The booking window opens the first Monday in June for space reservation requests to be made up to eighteen (18) months in advance. Major academic and University-wide events that occur on an expected annual basis may schedule reasonable reservation holds up to three (3) years in advance following approval from ECSS.

Space reservation requests for classrooms and other academic use spaces are not typically permitted until after the add-drop period has occurred for the semester in which the reservation is sought. The University Registrar serves as the approving authority for all classroom space requests.

No space reservation requests will be reviewed for Saturdays in the fall until the Athletics football schedule has been published.

Space reservation requests hold the space but are not confirmed until all details have been finalized with ECSS staff. A tentative notice will be sent to the sponsoring group via the centralized reservation system that requests additional information and details about the event. Sponsoring groups must provide all details requested by ECSS staff no later than three (3) business days prior to the event to ensure the event is in line with University processes, policies, and public safety. Requests that have not provided full details three (3) business days prior to an event are subject to cancellation or having a set determined at the discretion of ECSS staff.

Once all event details have been confirmed with ECSS, a confirmation will be provided via the centralized reservation system. A confirmation must be provided to the sponsoring group before they can occupy any space.

The availability of spaces and/or food services and other support may be limited during certain periods of the year, including religious and cultural holidays, reading and exam periods, major campus traditions, inter-session periods in which University maintenance is undertaken, and periods in which the University is closed. Calendar details are maintained by ECSS.

To maintain fairness and avoid undue pressure on campus partners, sponsoring groups may not independently reach out to other sponsoring groups with confirmed reservations to request or negotiate changes to their

event location. Any considerations regarding space reassignment must be initiated and managed through ECSS.

The ECSS strives to uphold all confirmed reservations and does not typically reassign events. In exceptional or emergency circumstances, ECSS will determine if a reassignment is required and will coordinate all communication and logistics directly with the impacted sponsoring group(s).

Canceling or Changing a Confirmed Reservation

The Office of Events, Conferences & Support Services (ECSS) will make a reasonable effort to accommodate changes to reservations, however, implementing changes is dependent upon the availability of space, staffing, and equipment requested and may not always be possible. If changes are approved, ECSS will provide an updated event confirmation reflecting the changes.

Requests for changes submitted less than three (3) business days prior to an event may be subject to a late-notice fee to cover related labor, extra materials, and associated costs, or may be declined.

Sponsoring groups are asked to support University operations and sustainability efforts by canceling or changing event reservations if a decision is made not to use the space. Please notify ECSS as early as possible if an event is to be canceled.

ECSS reserves the right to cancel and/or reschedule events in the event of an emergency and/or inclement weather situations.

PRM-1005.5 Fees and Use Restrictions

Usage fees and associated costs will be determined based on the actual cost to prepare, clean and re-set the space, labor rates, local space rental rates, space amenities and size.

Public safety coverage may be required to assist with parking and traffic control or for events with alcohol present; ECSS will advise sponsoring groups to work with the University of Richmond Police Department when necessary. Additional costs may be associated with public safety presence.

No fee waivers will be issued except as described in this policy.

Use of Space for University-Sponsored Events

University-sponsored meetings and events using University facilities are exempt from paying room rental fees in all spaces with the exception of events associated with Athletics Camps. University-sponsored events may be subject to resource and support service charges for events occurring after standard business hours and on weekends. These may include custodial support, grounds, kitchen access, logistical services, media services or public safety fees.

Direct costs (e.g., food, equipment rental) will be charged for providing services for University-sponsored events.

Any outside vendors associated with these events must be approved via contract with the University of Richmond.

Use of Space for Co-Sponsored University Events

Administrative offices and schools may serve as co-sponsors of events with an external organization when there is a legitimate business purpose for doing so. Approval / sponsorship by a vice president or school dean is necessary to co-sponsor an event. All co-sponsored events must advance the University's mission, provide benefit to students, staff or faculty as attendees, and the University co-sponsor must be directly involved in scheduling, organizing, overseeing, and participating in the event. Review by the EEC may be necessary depending on the size and complexity of the event.

University co-sponsored meetings and events using University facilities are exempt from paying room rental fees in all spaces, but are subject to support service charges for events occurring after standard business hours and on weekends. These may include custodial support, grounds, kitchen access, logistical services, media services or public safety fees.

Direct costs (e.g., food, equipment rental) will be charged for providing services to events that are co-sponsored.

Approved event contracts and/or agreements between the University and the partnering entity must be in place for all University co-sponsored events.

Use of Space by Non-University External Events

To the extent that space availability allows, the University may make some types of facilities available to groups and organizations outside the University at its discretion.

All non-University external event requests must be submitted to ECSS.

All non-University external events must comply with the University's insurance requirements, deposit requirements, and event guarantee deadlines.

Approved event contracts must be in place for all non-University external events.

All non-University organizations that wish to host an event at the University must provide a Certificate of Insurance for $1M listing the University of Richmond as the certificate holder on the policy. Individuals seeking to use campus venues for an event may obtain the necessary insurance through a temporary event insurance policy.

A deposit, purchase order or guarantee with a credit card of up to 50% of the rental fee is due at the time of reservation confirmation within two weeks of signing the contract for all external campus clients.

The deposit will be forfeited or a fee charged for events canceled less than 30 days in advance.

All external clients will be liable for the entire rental fee if the cancellation is received less than 7 days prior to the event date.

If a canceled event is rebooked and successfully completed within 90 days of the cancellation, the original deposit or fee will serve as a credit against the event.

Use of Off-Campus Venues

To ensure responsible use of University resources and to promote engagement within University facilities, events should be hosted on campus whenever suitable space is available. Reservation of off-campus or external venues for local events for which the University will incur facility or catering costs requires advance approval from the Office of the Executive Vice President and Provost and the Executive Vice President and Chief Operating Officer. Approval must be obtained prior to executing contracts, issuing deposits, or making financial commitments. For purposes of this requirement, local events include any University-sponsored or co-sponsored event held within a 50-mile radius of campus other than search committee meetings or business-related meals including five or fewer people.

ECSS does not assist with securing off-campus venues, nor does it assist with managing events off-campus.

PRM-1005.6 Catering & Use of Outside Vendors

University Catering Services has exclusive rights to conduct catering in University facilities. If an alternative food vendor is preferred, the sponsoring group must complete a Food Waiver Request a minimum of five (5) business days in advance of the event. (See *FIN 19001- Food and Beverage Catering Minimums Policy*). Sponsoring groups planning to serve alcohol at their events should refer *to PRM 4001-Policy for Events with Alcohol on Cmapus.* Alcoholic beverages are permitted only in approved locations and during approved times. All members of the University community and external users of University facilities are responsible for knowing and acting in accordance with applicable laws and University policies concerning serving and consuming alcohol when hosting an event on campus.

University-sponsored or University co-sponsored events that utilize external vendors for catering or any other event-related services must comply with University's procurement policies and utilize approved vendors. Approved vendors have the necessary insurance, business licenses, and other certifications necessary to provide services to events on campus, including permits from the Virginia Department of Health or Virginia Department of Agriculture, if applicable.

Non-University external events that utilize an outside vendor for catering or any other event-related service must ensure that the selected vendor(s) have the necessary insurance, business licenses, and permits to provide services to events on campus, including the appropriate permit from the Virginia Department of Health or Virginia Department of Agriculture, if applicable. Copies of these documents must be provided to ECSS in advance of the event.

Generally, sponsoring groups are responsible for securing all vendors for their events. However, all sponsoring groups that intend to use tents, portable restrooms, lighting and stage production equipment, or portable heaters or fans, must work directly with ECSS to arrange for those services (See *FIN 4410 - Tent and Event Equipment Rental Policy*).

Classroom spaces are used primarily for instructional use, and must maintain the appropriate academic environment and protect classroom furnishings. To maintain a clean and educational learning environment, catering setups are not allowed in classroom spaces. A catering table may be requested and placed outside the classroom in an appropriate nearby area for food and beverage service.

PRM-1005.7 Outdoor Events and Inclement Weather

Staked equipment, generators, cooking equipment, tents, inflatables, stages, and other structures require prior approval from ECSS.

Sponsors of events taking place in outdoor locations must also reserve an indoor location or alternate date and make an inclement weather plan. ECSS staff (and Catering Services if the service is provided) will decide by noon on the day prior to the event whether the inclement weather plan or alternative location will be used, and ECSS may cancel events or require the indoor location if there is an imminent threat of severe weather.

If the event will continue in the outdoor location, the indoor location reservation will be canceled. If weather infringes on the event the day of the event, the event will be canceled.

Outdoor events must end by 11p.m. to conform to City of Richmond and Henrico County Noise Ordinances.

Outdoor events must comply with FIN-4410 Tent & Event Equipment Rental Policy, including ground protections, electrical and generator safety, restrictions on open flame, and requirements for structures, inflatables, and equipment.

Outdoor events must not damage landscaping or impede emergency access.

PRM-1005.8 Furniture, Decor & Damages

Furniture arrangement and/or event layouts must maintain safe and accessible paths of travel, meet spacing requirements, and cannot impede entrances or exits. Walkways must remain clear of cables, equipment, and obstructions.

Furniture and equipment may not be removed from any reserved space. Any equipment or furniture missing after an event will be charged to the sponsoring group.

Sponsoring groups and guests are expected to treat the spaces in a responsible manner and avoid damage to facilities and equipment. Damage to any facility or equipment contained in the facility during an event will be charged to the sponsoring group.

Sponsoring groups must receive advance written permission from ECCS before installing decorations intended to be affixed to walls, ceilings, floors, windows, fixtures, or furniture using tape, nails, tacks, staples or other fasteners. Freestanding decorations that require no attachment to surfaces are allowed, provided they do not obstruct egress, fire equipment or ventilation systems.

Confetti, glitter, metallic sprinkles/sequins, or similar loose decorative materials are prohibited in all spaces.

Sponsoring groups are responsible for removing all decorations and related items immediately following the event and may be charged for any excessive cleanup. Excessive trash should be removed before leaving the space and/or reported immediately for custodial support.

In the event that damages are sustained or event contract terms are violated, the event may be canceled and/or future requests of the sponsoring group may be denied.

The University will not be responsible for theft or damage to any items left in University spaces prior to, during, or after an event.

PRM-1005.9 Additional Requirements

Sponsoring groups are responsible for the conduct of the guests at their event and all contracted vendors. Sponsoring groups and vendors agree to abide by all University policies.

Sponsoring groups must adhere to the reservation and event times listed on the confirmation. Sponsoring groups may not enter before the scheduled time or remain in the room after the scheduled time.

Appropriate occupancy and fire code requirements, including adherence to requirements related to open flames, must be followed in the use of all campus space.

Informational tables in the hallway of Tyler Haynes Commons may be reserved according to the rules for tabling in Tyler Haynes Commons. Informational tables in the Heilman Dining Center lobby may be reserved through ECSS.

Sponsoring groups wishing to advertise their events in the Tyler Haynes Commons may do so according to the rules for posting as defined by the Center for Student Involvement.

To ensure compliance with copyright laws, any event that features copyrighted media (e.g., public viewing of films, streaming television events) must adhere to *STU-4002 Film and Media Screening Policy*.

Animals at events are limited to service animals, as defined by the Americans with Disabilities Act (ADA), and animals brought by licensed vendors providing event-related services (i.e. therapy animal organizations), subject to prior approval by ECSS. All permitted animals must remain under control at all times, be on a leash or in an appropriate enclosure, and must not pose a threat.

Sponsoring groups are responsible for creating, placing, and removing all event-related outdoor and indoor directional signage, and must consult with ECSS to determine the proper type and placement of signage. Signage must be removed within 24 hours following the conclusion of the event.

RELATED POLICIES:

PRM 1002 – Policy on Space Allocation and Facilities Resources (including Space Taxonomy)
PRM 1004 - Classroom Scheduling Policy
PRM 1008 - University Tailgating Policy

PRM 4001 - Policy for Events with Alcohol on Campus
FIN 19001 - Food and Beverage Catering Minimums Policy
FIN 4410 – Tent and Event Equipment Rental Policy
STU 4002 – Film and Media Screening Policy
SEC 2012 – Policy on Campus Protests and Demonstrations
GOV 4001 - Policy on Political Campaign Activities on Campus
SEC 2001 - Smoking and Vaping Policy
SEC 2008 - Youth Protection Policy
SEC 2010 - Policy Prohibiting Firearms on Campus
Student Code of Conduct

POLICY BACKGROUND:

Replaces Events Policy and Centralized Scheduling Policy in place since before 2010. Reviewed by President's Cabinet and Deans before approval in 2025.

Reviewed by President's Cabinet and Deans prior to approval of revision in August 2026.

POLICY CONTACTS:

Senior AVP for Campus Operations

Director of Events, Conferences and Support Services

APPENDIX

Appendix A

Event Evaluation Committee

Charge:

The Event Evaluation Committee (EEC) is responsible for reviewing and advising whether to approve or disallow major external event requests based on alignment with the University's mission, availability of logistical support to host the event, and alignment with other University business which may be affected or disrupted by the event (e.g., classes, exams, prospective student visits, intercollegiate athletic competition). The EEC may also be consulted if there are conflicting events proposed for the same date by campus sponsors. The Director of Events, Conferences & Support Services will elevate such events to the committee and request a meeting to review as necessary.

Membership:

Chief of Staff to President

VP for Communications

University General Counsel

VP for Enrollment Management

University Registrar

Athletics Director or designee

VP Student Development or designee

Executive Vice President and Provost or designee

SAVP of Campus Operations

Chief of Police

Appendix B

Event Logistics Committee

Charge:

The Event Logistics Committee is responsible for reviewing and evaluating the support and logistics that will be necessary in association with any major campus event, regardless of the sponsor. The Event Logistics Committee will advise about the planning, support and logistics necessary to host an event in University Space, including advice about anticipated costs and third-party support that may be necessary. The Event Logistics Committee may advise on the timing, scheduling, or re-scheduling of events that are expected to have particularly complex logistics. On occasion, the Event Logistics Committee may also make a recommendation to the EEC as to whether it is wise for the University to allow a particularly complex event, from a logistics perspective. The Director of Events, Conferences & Support Services will elevate such events to the committee and request a meeting to review as necessary.

Membership:

SAVP of Campus Operations

Executive Director of Campus Business Services

Chief of Police or designee

AVP Technology and Media Support Services

Director of Events and Support Services

VP for Enrollment Management or designee

University Registrar

Athletics Director or designee

VP for Communications or designee

Space Steward and/or Priority Use Contact for affected buildings