



WYTHEVILLE

COMMUNITY COLLEGE

Wytheville Community College

Facility Usage Policy

February 4, 2025



Campus Facilities

Wytheville Community College makes its facilities available to non-profit organizations (§501(c)(3) and §501(c)(4) organizations) in the college's service region and state agencies for meetings or other events on a space available basis. The WCC Crossroads location in Galax and the Henderson and WEST locations in Marion, are leased facilities and, therefore, spaces within those facilities are available to reserve, if at all, on a more limited basis for non-WCC use.

The following College facilities are available as space permits and subject to the other terms and conditions of this Policy:

- Lecture rooms
- Learning Resource Center
- General purpose classrooms
- Conference rooms
- College grounds, i.e., parking lots and patio area
- Snyder Auditorium
- Johnson Lobby
- Designated spaces at WCC at The Henderson (Marion) – based on availability
- Designated spaces at WCC WEST (Marion) – based on availability
- Designated spaces at WCC Crossroads (Galax)– based on availability

Availability of Facilities

The College reserves the right to cancel a scheduled facility reservation should activities of the college require use of the space. Organizations seeking a guaranteed venue that cannot be cancelled should seek to reserve facilities elsewhere. If it becomes necessary for WCC to cancel a facility reservation, the college will attempt to relocate the event to another WCC area or to reschedule within 30 days based on availability of facilities. The college's mission of serving our students is WCC's top priority and meeting the needs of our students comes first.

Facilities are not available on legal or college holidays. Events cannot interfere with the normal operation or educational programs of the college. **The use of college facilities will be automatically cancelled when the college is closed for any reason, including inclement weather. Closings will be posted to the college website (www.wcc.vccs.edu) or through a WCC Alert.**

Reservation of Facilities

The online facilities scheduling request form (<https://www.wcc.vccs.edu/facilities-scheduling-request>) must be completed, submitted, and approved by the Facilities Coordinator in order to reserve space at any of the WCC locations. Complete contact information for any vendor that has been contracted or agreed to furnish any external equipment, supplies, or services for the requesting organization, must be included in the facility scheduling request form. Submission of the "Facilities Request Form"

acknowledges that the person requesting the facility has read WCC's "Facility Usage Policy" and agrees to abide by this policy, the fee structure, and all federal, state, and local laws.

An email confirmation including the request details will be sent to the requesting agency. Individual WCC faculty and staff members do not have the authority to grant facility usage requests. Verbal reservations are not binding. Reservations should be submitted at least **30 days prior** to a desired event.

For specific types of events (athletic tournaments, carnival rides, bouncy houses, waterslides, event tents, festivals, fireworks, food trucks), and events where external equipment is brought in, the organization(s) using the facility must provide a certificate of insurance with WCC added as an additional insured agency. Also, some events may require permits to be obtained from designated state agencies. Please refer to the section **Special Events: Food Trucks/Concessions, Community Events** for additional information.

Additionally, please note that WCC has a separate "Policy on Expressive Activity" which is available online at [WCC Expressive Activity Policy - Revised 11/13/2018 \(vccs.edu\)](http://vccs.edu). As noted in that policy, "expressive activity" is defined as follows:

- Meetings and other group activities of students and student organizations;
- Speeches, performances, demonstrations, rallies, vigils, and other events by students, student organizations, and outside groups invited by student organizations;
- Distributions of literature, such as leaflets and pamphlets; and
- Any other expression protected by the First Amendment to the U.S. Constitution.

The "Policy on Expressive Activity" provides guidelines for such activities in relation to use of college facilities and the process for submitting a facility request for Expressive Activity.

Criteria Used for Approval of Requests

In general, requests for space are approved if:

- the organization is a state agency of the Commonwealth of Virginia, a Federal or Local agency or
- the sponsoring organization is a public agency or a nonprofit §501(c)(3) or §501(c)(4) private organization, including state employee associations as defined in Executive Memorandum 2-93, Use of State Agencies and Institutions' Meeting Rooms by State Employee Associations, and
- the function planned does not duplicate or conflict with the College programs or the College mission; does not interfere with normal college operations or with public access to college buildings; does not violate any laws, leases or other contracts; and the activity is compatible with the safety and security of the

College community, and

- suitable space is available and the College can accommodate the arrangements requested.

WCC reserves the right to impose reasonable additional conditions on specific requests to assure compliance with Commonwealth, VCCS, or college policies and regulations, and to reject an application from an organization or group that has previously misused facilities or breached an agreement.

Terms of Use

Event sponsor and all attendees/participants at scheduled events must adhere to all WCC policies, including but not limited to policies regarding weapons, alcohol, tobacco, drugs, sexual misconduct, sexual harassment, and communicable diseases. These policies are published in the WCC Catalog and Student Handbook on the WCC website at <https://catalog.wcc.vccs.edu/>. The event sponsor must designate someone onsite or immediately available throughout the event who is responsible for ensuring compliance with use rules.

The event sponsor must agree to indemnify and hold harmless WCC from any loss, damage, liability expense, claim, or demand that may arise as a result of the sponsor utilizing college facilities (state agencies are exempt from this provision).

An inspection of the facility will be made by WCC before and after the event. It is expected that property and facilities shall be returned in the same condition as found. User's property and equipment must be removed from college facilities immediately following the event.

The event sponsor will be financially responsible for any damage as a result of the sponsored event and will be charged for the cost of replacement (based on pricing obtained by WCC) for damaged or removed property.

All WCC buildings are smoke free including covered breezeways. Smoking is permitted outside at smoking receptacle areas located a minimum of 25' from building entrances.

WCC does not provide copier, phone or fax services, flipcharts for seminars or workshops, and/or clerical services.

All non-college events must end by 11:00 p.m. (including clean-up).

Appropriate supervision for events involving children must be provided. A designated event sponsor adult must remain at the event until all minor children have been picked up by parents or guardians.

No illegal activity is permitted at events.

Disrupting or obstructing the normal learning, living, or work environments of other members of the College community or the functions or activities of the College (as well as activities conducted on the College's property with its permission) is prohibited. Examples include: blocking entrances, corridors or exits; interfering with ongoing educational activities, cultural events, or recreational, extracurricular, or athletic programs; unauthorized presence in a building after normal closing hours or after notice that the building is being closed; interfering with vehicular or pedestrian traffic; creating unsanitary conditions; and interfering with any other effort to protect the health and safety of members of the College community or larger public.

Groups and individuals participating in the facility use activities are accountable for compliance with the provisions of this policy. Violations of this policy may be grounds for disciplinary action against students and employees. Violations of this policy also constitute grounds for revocation of the user's facility use permit. Individuals or groups who invite non-College participants may be held accountable for such participants' compliance with this policy.

Fees

For federal, state, or local government organizations (including area public schools) or non-profit organizations (§501(c)(3) and §501(c)(4) organizations), WCC does not generally charge a room rental fee for use of Wytheville campus space for meetings and events that are held during regular business hours (Monday through Friday from 8:00 a.m. through 10:00 p.m.) where no entrance fee is charged. However, fees to cover the cost of janitorial services and to provide building access outside of these hours (Saturdays) may apply at the following rates:

- Up to four hours: \$64
- More than four hours: \$128

Additional fees may also apply for special services, including the following:

Scheduling the Snyder Auditorium allows use of the "house lights" only (located above the seating area). If an event requires use of the stage lights, the college may be able to provide a technician for a fee of \$50.00 per hour, based on availability of staffing and current operating condition of the equipment. **WCC does not guarantee that a technician will be available to provide stage lighting.**

Audio Visual - A stationary microphone can be supplied for meetings. Audio Visual is available from 8:00 a.m. until 5:00 p.m., Monday-Friday. Arrangements for audio visual needs for weekend events must be made at least 2 weeks in advance. Event sponsors may bring in their own equipment for use. Technical support from WCC can be provided at a cost of \$25.00 per hour.

If an entry fee or cost is charged to attendees, an additional charge of \$25.00 for each 2-hour increments of usage will be billed to the organization.

Public school systems within the College's service region (Bland, Carroll, Galax City, Grayson, Wythe, and Smyth) are exempted from this requirement.

Security

WCC's Police Department is not responsible for event security.

Availability of campus police personnel is limited. Security needs for parking and crowd control, etc., are the responsibility of the facility user.

Event Promotion

Sponsoring colleges, community organizations, or outside groups using WCC facilities may not use the Wytheville Community College name in association with the external program to state or imply WCC sponsorship, cooperative programming, or endorsement.

Food and Beverages

Food and refreshments may be served in certain facilities. The user group is responsible for providing refreshments, cleanup, placement of trash in containers, and for repair of any damaged or soiled furniture, floors, or walls. The user group is also responsible for the cleanup of any outdoor areas which are utilized. Items such as tablecloths, water pitchers and glasses, coolers with ice, etc., must be provided by the user group. Please refer to the section on Special Events: Food Trucks/Concessions in this document for requirements for food truck vendors and food concessions.

Alcoholic beverages **are prohibited** on the WCC campus.

Parking

Ample parking is available around the WCC Campus. Handicap spaces are clearly marked and should be utilized only by vehicles bearing official handicapped permit designation.

Event Signage

Any signage that the event sponsor proposes to place on campus to promote the event, as well as the proposed location of the signage, must be approved in advance by the College. Signage should be submitted for review at least 10 days prior to the event.

Any approved paper signage (interior and exterior) must be removed promptly at the end of the event.

Events open to WCC faculty, staff, students, or the public may be listed on the WCC Events Calendar and the electronic entrance sign if requested.

Special Events: Food Trucks/Concessions, Community Events.

All organizations requesting to use WCC grounds for a public event must also complete WCC's online Facilities Request Form **at least 60 days** in advance and indicate all special requests. For specific types of events that include event tents, food trucks or concessions, athletic tournaments, carnival/amusement rides, bouncy houses, waterslides, and fireworks, where external equipment is brought in, the organization(s) using the facility must provide a certificate of insurance with WCC added as an additional insured agency.

Event Tents/Stages/Amusement Rides:

Permits may be required from designated state agencies, such as the State Fire Marshal and the DEB Division of Department of General Services through the VCCS Department of Facilities Management Services for temporary building structures. Examples of structures include, but not be limited to, event tents, stages, and amusement rides. Appointments must be made with a licensed building inspector for any inspections required by the Commonwealth. Costs for any permits will be charged to the requestor at the rate charged by the permit grantor.

WCC, as an entity of the Commonwealth of Virginia, requires tent permits for any event tent or group of event tents totaling greater or equal to 900 square feet, or that has an occupancy of 50 or more. Please contact the WCC Associate Vice President of Finance office at (276) 223-4828 for details.

Documentation for any temporary structure must be submitted at least 6 weeks prior to the event date.

Food truck vendors or food concessions must provide a certificate of insurance, business license, and a current health permit. **Wythe County Health Dept. requires food trucks or food concessions to notify the WCHD ten days before an event to set up an inspection the day of the event.** For more information please contact the Wythe County Health Dept. at 276-228-5507. Food truck vendors must be self-sustaining (i.e. WCC does not provide access to electricity or outlets). Caterers must provide a certificate of insurance.

WCC Pond

The WCC Pond area may be reserved. All signs posted must be followed. Swimming or wading is not permitted and children should not be left unattended near the water. Boats or floatation devices are not permitted in the WCC Pond. The WCC Pond can only be used during daylight hours. Even when reserved, the public will still have access to the WCC Pond area.

WCC Walking Trail

The Walking and Biking Trail may be reserved as well. All signs posted must be followed. The trail should only be used during daylight hours. Cyclists must give right of way to walkers and joggers. The trail path will not be cleared during inclement weather. Even when reserved, the public will still have access to the Walking and Biking Trail.

WCC 5K Race/Fun Run/Walk Event Policy

Wytheville Community College (WCC) has a USTFA certified 5K course on campus that includes parts of campus roads, campus walking trails, and town roads. This course was certified at the expense of the WCC Educational Foundation for WCC scholarship fund raising events.

Important Note: WCC will not permit for-profit organizations to hold run/walk events on campus.

To ensure that the 5K course is not overused, WCC is not permitting additional 5K events to be scheduled at this time. Overuse of courses discourages the fund-raising efforts for all 5K events currently held on the WCC campus. In addition, these events require extra security by the WCC Police Department and the Town of Wytheville Police Department, and those human resources are often limited. The maximum number of races that will be allowed in a calendar year is four. To keep our 5K course viable, the College has decided that only organizations who have received prior approval for their races will be permitted to hold their races in the future.

Review Process for New Race Requests

1. Submission of Request: Organizations wishing to hold a race using WCC's USTFA certified 5k course or fun run using WCC's trail must submit a formal request to WCC's event management team using the college's Online Facilities Scheduling Request Form. The request should include:
 - a. Event name
 - b. Proposed date and time
 - c. Purpose of the event
 - d. Would this be an annual event or a one-time event
 - e. Any additional information relevant to the event
2. Review Timeline: The WCC event management team will review requests on an as needed basis. Organizations will be notified of the decision with 30 days of submission.
3. Approval:
 - a. Organizations approved to hold their event annually will be notified in writing and will be added to WCC Facility Usage Policy annual 5k/fun run/walk event list. These events will still need to submit facility usage requests each year.
 - b. Approved one-time events will be notified in writing.

Organizations that are permitted to use the 5K course or the WCC trail must complete the appropriate steps to secure the WCC grounds and necessary facilities each year of their event. These organizations specifically using WCC's USTFA certified 5k course must have prior approval from the Town of Wytheville to hold the event (The Town requires 60 days' notice). Event organizers should also contact the WCC Police Department and inform the department of the requested race date and time.

All organizations requesting to hold their 5k/Fun Run/Walk event must also complete WCC's online Facilities Request Form at least 60 days in advance and indicate all special requests.

These requests should include but are not limited to:

- Include a copy of the race registration form
- Indicate where traffic cones should be placed
- Indicate if WCC Police Department presence is requested at the event**
- Indicate which building should be open for restrooms
- Indicate if tables/chairs are needed*
- Indicate if trash cans are needed*
- Indicate if electricity is needed for race timing

- Include a rain/weather plan

*Organizations are responsible for placement of chairs, tables, and trash cans during the event. All chairs, tables, and trash cans should be returned to Security/WCC Police Office in Smyth Hall after the event.

** Events that require additional WCC PD coverage will be billed according to the facility usage policy. See the “Fees” section.

All organizations are responsible for:

- Providing adequate volunteers throughout the course to ensure participant’s safety.
- Ensuring the well-being and safety of event participants.
- Ensuring trash pick-up (all trash and water cups in and around the course must be collected and placed in trash cans provided by WCC). This also includes cleaning up after animals on and around the course.
- Coordinating event registration
- Promoting the event
- Notifying participants of event cancellation

Camping

The construction or occupation of a Camping Tent is prohibited.

1. “Camping Tent” means any collapsible tent or structure, typically having as its basic components a flexible material supported by a framework, designed, intended, or used as temporary shelter while camping or on recreational outdoor outings. Camping Tents may include tents known as “pup tents,” “dome tents,” “cabin tents,” “hiker tents,” and “backpacking tents.”
2. A “Camping Tent” does not include a tent with all sides entirely open and where there is an unobstructed view into such tent from the outside at all angles.
3. All tents require advance approval through the facility use approval process. Only Event Tents shall be permitted to remain on the property overnight. All other tents are not permitted on College property.
 - a. “Event Tent” is a non-Camping Tent and is not less than 400 square feet or a tent that requires skilled or professional installation and removal.
 - i. Event Tents must comply with all other WCC Facilities Usage Policies.
 - ii. Event Tents may not be occupied or used during the hours of 11:00 p.m. – 8:00 a.m.
4. Camping is prohibited on property owned, leased, or operated by the Wytheville Community College (WCC), Virginia Community College System (VCCS), or their foundations.
 - a. “Camping” means the act of using any part of the property or facilities for living accommodation purposes, such as establishment of temporary or

permanent living quarters, sleeping outdoors overnight or making preparations for overnight sleeping (including the laying down of bedding), storing personal belongings, using any tent, shelter, or similar structure regardless of size for sleeping; sleeping in, on, or under parked

- vehicles, or setting up temporary or permanent sleeping areas outdoors or in structures not designated for human occupancy.
- b. “Camping” does not include the use of Wytheville Community College, VCCS, or their foundations’ property that has been wholly or partially designated as sleeping or relaxation areas; a tailgating activity in conjunction with a WCC, VCCS, or foundation event; or the use of temporary hammocks or lounge furniture on WCC, VCCS, or foundation owned property for recreation or studying activities outdoors during the hours of 8:00 p.m. – 8:00 a.m.
5. These prohibitions shall not apply to the Wytheville Community College, the Virginia Community College System Office, or the College or System foundations or to Non-Camping Tents erected for their use.
 6. These prohibitions shall not apply to federal, state, or local governments or their agencies or to Non-Camping Tents erected for their use.
 7. These provisions shall not apply to events pursuant to a facilities use agreement which take place on the WCC athletic fields between July 1 and July 31; which require use of the WCC athletic fields for no longer than 14 consecutive days during the hours of 6:00 a.m. and 12:00 a.m., and which utilize both Event Tents and event-volunteer erected tents. The event-volunteer erected tents shall be no smaller than 12’x12’, must be completely open to the public on at least one side, and must be used consistently with the event purpose. No camping tents shall be permitted at such events, and no tents of any kind may be occupied during the hours of 12:00 a.m. and 6:00 a.m. No attendees of the event shall be permitted to remain at the event after the event closes for the evening.

Questions

For more information about the scheduling of available facilities at WCC contact Jennifer Groseclose at (276) 223-4828. If reserving the Crossroads Conference Room, please contact Jessica Phillips at (276) 744-4974.