

Welcome

University Student Commons & Activities

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The staff and students of the University Student Commons and Activities are pleased you have chosen us to assist with your events. Our mission is to provide facilities, services and programs which bring together all members of the Virginia Commonwealth University community to encourage personal growth and community development. It is our goal to make every event the best it can be. To that end, we have assembled a talented team of program planners, advisors, technicians and assistants. We will work closely with you to develop plans for any event from a simple group meeting to a community festival.

This publication is designed to provide you with all the information you should need to start planning your event. We know that will not be enough - so do not hesitate to seek our assistance. We are working to make your experience with us *unCommonly* good!

Sincerely,

Timothy A. Reed
Director

Reservations and Events Office
University Student Commons & Activities
907 Floyd Avenue, Room 215
P.O. Box 842032
Richmond, Virginia 23284-2032

804.828.9502
Fax: 804.828.6182

Janet Howell, Manager
Contact for University Departments, University Affiliated
and Non-University users
jrhowell@vcu.edu

Suzanne Neuberth, Reservations Specialist
Contact for Student Organizations
shneuber@vcu.edu

Reservations & Events general procedures, room descriptions and request forms are available on the University Student Commons & Activities website:
<http://www.students.vcu.edu/commons>

Reservations & Events

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General Reservations Procedures

University Student Commons & Activities

The University Student Commons & Activities (hereafter referred to as Commons & Activities) has been funded by student fees and designed to support the programs, events, meetings and conferences of the students, faculty, staff, alumni and guests of Virginia Commonwealth University. Students receive some priority in the reservation process since the facility is designed primarily to support student activities.

A completed Reservation Request, submitted either on paper or via the Internet, is required to start the reservation process. The Reservations and Events office will create a reservation and provide the sponsor with a written confirmation of space. This confirmation serves as the contract for any and all facilities, equipment, and labor required for the event. Sponsors are encouraged to read the reservation confirmation carefully to ensure that all services needed are listed on the confirmation. All costs on the confirmation are estimates. If an event requires changes to rooms, equipment or labor, the final charges will be adjusted accordingly.

The Reservations and Events office requires a minimum of three (3) business days to complete a reservation. Requests for reservations which are made less than three (3) business days in advance MAY be granted if time and space allow.

Commons & Activities staff reserves the right to deny space usage for a group or event if it is programmatically or operationally impossible to accommodate or if the group or event is in conflict with university policies or regulations.

Commons & Activities staff will assign each reservation to the most appropriate space(s) available. Requests for specific rooms or space will be honored when possible. The staff reserves the right to re-assign space when necessary and to identify suitable alternative space for the original reservation.

All space reservations will be confirmed tentatively until all details of the event are submitted to the Reservations and Events office. This includes admission charge, name of speaker, band, film, food details etc.

A confirmation will be mailed once the reservation has been confirmed. Complex reservations (special set ups, food, alcohol, programs, events expecting more than 100, admission charge) will require a written space request submitted in person, by FAX machine or Campus Mail to the Reservations and Events office.

Complex events may require a meeting with a member of the Commons & Activities staff to review planning and arrangements. Space reservations will not be confirmed until program plans have been reviewed and all necessary arrangements completed.

The Reservations and Events office should be notified of space cancellations prior to the scheduled event time. Three "no shows" without notification can result in denial of space requests and/or cancellation of space already reserved for the remainder of the semester.

The Student Activities Advisory Committee (SAAC) is responsible for reviewing all fees and charges in the Commons. Increases for inflationary or cost-of-living adjustments will be recommended as needed by the Director for review by the SAAC and approved by the university.

Users who misrepresent an event or affiliation in order to avoid fees and charges will be charged appropriately, may incur additional charges and may have reservation privileges suspended. These determinations are made by the Director or designee.

Sponsors responsible for damages to the facilities or equipment or for inadequate clean-up will be charged for repair, replacement or cleaning.

Requests for exceptions to these procedures should be forwarded to the Director of Commons & Activities. SAAC will review requests for exceptions as part of the regular agenda and make a recommendation to the Director.

General Information

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ADA Accommodations

VCU and Commons & Activities encourage individuals with disabilities to make full use of events and services in Commons & Activities managed spaces. If you are a person with a disability who requires reasonable accommodation in order to participate in any of these events, please contact the Reservations & Events Manager at (804)828-9502, TTD (804)828-1981 or the sponsoring organization no less than 48 hours in advance of the event.

Audio/Visual Equipment

Events with special audio/visual and/or lighting needs including bands, DJs, and live performers require a meeting with the Technical Services Supervisor.

Any music or amplified sound must be approved prior to the event to ensure other events in adjacent areas are not disturbed.

The piano may be used by special permission only.

Building Hours

Academic Year

During Fall Semester and Spring Semester, when classes are in session, the building is open during the following time periods:

| | |
|-----------|-----------------|
| Monday | 7 am - midnight |
| Tuesday | 7 am - midnight |
| Wednesday | 7 am - midnight |
| Thursday | 7 am - midnight |
| Friday | 7 am - 1 am |
| Saturday | 10 am - 1 am |
| Sunday | 12 pm - 11pm |

Not all offices and services are open during the hours listed above. Please check the specific operating hours for an office or service you may be planning to use.

Other Times

During the summer, the Winter Holidays between semesters, and Spring Break, building hours are reduced significantly. Please check the current operating schedule if your event is planned during one of

these times.

Decorations/Posting

No materials or signs of any kind may be affixed to walls, ceilings, equipment or other areas of the facility without written approval from an authorized Commons & Activities staff person.

Directional and Informational Signs

If your group plans to use directional or informational signs, arrangements must be made with the Reservations and Events office. Easels, sandwich boards and 14 -by- 22 inch sign holders are available by reservation. Taping signs to walls, columns, doors, windows, rails or furniture is prohibited.

Furniture Setup

Furniture and equipment in the Commons & Activities may be moved only by Commons & Activities staff. If you need to alter your room setup, please contact the manager on duty.

Guests

Children must be accompanied by an adult at all times.

Shirt and shoes must be worn at all times.

The sponsor and guests are responsible for adhering to all applicable University regulations and state and federal laws. It is the sponsor's responsibility to arrange for any special parking or other associated requirements of the event that are not directly controlled by Commons & Activities.

Illegal Substances

At no time will illegal drugs be tolerated. The sponsoring group is responsible for monitoring their guests for the abuse of these substances. Tolerance of such activity on the part of the event sponsors may be cause for immediate termination of the event and may result in limitations of future privileges for the organization.

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Loading / Unloading

Parking for loading or unloading is permitted in the short-term parking turn-out from Floyd Avenue. Parking is not permitted on sidewalks or on the Plaza. Use of the Loading Dock is permitted only with prior approval obtained as part of the reservation and will be possible only if delivery schedules allow.

Message Board

The Reservations and Events office offers a message service for groups expecting incoming calls. Contact the Reservations and Events office to make these arrangements.

Trash and Recycling

At the end of the event, the sponsoring organization must remove all trash generated by the event. A cleaning charge will be assessed for post-event cleaning if the facility is unusually dirty. This may include public areas near the event which can be proven to have been littered by guests or participants of the event. This also applies to damages to adjacent areas, including rest rooms, incurred by guests of the event.

Commons & Activities requests that sponsors make an effort to recycle all aluminum cans, newspapers and clear glass in the recycling bins conveniently placed around the building. If you have a special recycling request, contact VCU Physical Plant Customer Service at 828-9444.

Security

Some events may require a police presence for security purposes. Please refer to Security under Complex Events on page 9.

History of the Commons

1984

Commons opens on January 17, 1984. It is a 120,313 gross square foot building and features a large staircase, glass atrium, 350 seat theater and modern architecture.

1986

Bart A. Hall is named Director of the University Student Commons.

1989

Commons celebrates its 5th anniversary with a large party and plenty of cake in the main lobby.

1991

Shawn Colvin is the first performer in the University Student Commons, Commons Collage series. She performs in March at the Music Hall of the Performing Arts Center after ticket sales exceeded the Common Ground seating capacity. Before the show, Shawn "hung out" with Commons staff in the Commons Administrative offices.

Construction for Phase II of the Commons begins with a ground breaking on March 18, 1991. The Commons is in the center of a controversy on campus over losing green space.

See more History of the Commons facts throughout this publication.

Reservations Guidelines for Student Organization Use

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This section includes information for Student Organization use of Commons & Activities managed facilities. Only organizations registered and in good standing with the university are eligible to reserve space under this section. Reservations may be submitted for space in the Commons & Activities managed facilities under the following guidelines:

Standard Events

Requests for use of facilities for Student Organization sponsored Standard Events will be accepted starting on the first day of the sixth week prior to classes beginning in the semester in which the meetings occur.

Reservations for Standard Events sponsored by the Academic Campus Student Government Association (SGA), SGA Committees and other governing organizations as defined by SAAC will be accepted up to one (1) year in advance.

Student groups with a history of regular days and times for Standard Events may petition SAAC for similar privileges.

Daytime Events

Any event that begins and ends prior to 4:00 p.m. during the academic year may be reserved up to one (1) year in advance. (*See Commonwealth Ballroom restrictions)

Complex Events

Requests for Student Organization sponsored Complex Events will be accepted up to one (1) year in advance. (See Commonwealth Ballroom restrictions)

Commonwealth Ballroom Restrictions

Reservations for an event in any part of the Commonwealth Ballroom for Thursday, Friday, or Saturday during Fall and Spring semesters will be accepted up to six (6) months in advance.

Summer Events

Reservations for all events occurring during the summer sessions will be accepted up to one (1) year in advance. (NOTE: Summer hours of operation are limited daily and weekends. Before submitting requests for summer events, contact the Reservations and Events office for hours.)

Signature Cards

Student organization members who have attended a Reservations Workshop must sign an authorizing "signature card." Only three (3) organization members will be permitted to sign signature cards for Standard Events. Signatures for Complex Events will be limited to the person responsible for the event (known as the contract agent) and only that event. Each organization is allowed a maximum of seven (7) contract agents.

" I just want to let you know how well the induction ceremony for the Beta Gamma Sigma Honor Society went last Thursday. Your contribution and that of the staff of the University Student Commons and the Catering group was a big part of our success. The food was excellent and the set up was perfect.

Thank you very much for all the help and service."

*- Dr. Elliott D. Minor
Management Department*

Reservations Guidelines for Academic & Administrative Departments

This section includes information for Departmental and University-sponsored use of Commons & Activities managed facilities. Departmental events are those designed primarily to be accessible to faculty, staff and non-student members of Academic and Administrative departments of the University. Reservations may be submitted for space in Commons & Activities managed facilities under the following guidelines:

Standard Events

Requests for the use of facilities for Departmental Standard Events will be accepted beginning on the first day of the first week of classes for events occurring in that semester.

Daytime Events

Any event that begins and ends prior to 4:00 p.m. during the academic year may be reserved up to one (1) year in advance. (See Commonwealth Ballroom restrictions)

Complex Events

Requests for Departmental Complex Events open to and designed primarily for the benefit of the *entire student community* will be accepted up to one (1) year in advance. (*See Commonwealth Ballroom restrictions)

Requests for Departmental Complex Events open to and designed primarily for the benefit of the *faculty, staff and the non-student community* will be accepted beginning on the first day of the first week of classes for events occurring in that semester. (See Commonwealth Ballroom restrictions)

Commonwealth Ballroom Restrictions

Reservations for an event in any part of the Commonwealth Ballroom for Thursday, Friday, or Saturday during Fall and Spring semesters will be accepted up to six (6) months in advance.

Summer Events

Reservations for all events occurring during the summer sessions will be accepted up to one (1) year in advance. (NOTE: Summer

hours of operation are limited daily and weekends. Before submitting requests for summer events, contact the Reservations and Events office for summer hours.)

" I know that they were just doing their jobs, but I want to send a short note to express my thanks to the Commons staff for their effective, efficient, and friendly assistance in making our Annual Awards Night a real success. Thanks Again."

- John H. Borgard,
Associate Dean

"The Commons staff was great from start to finish ONE MORE TIME. Facilities and staff were efficient, friendly, helpful, and professional. Please let all who helped us know how much we appreciate having the Commons and its employees to help us make VCU look good to those from other universities and to help students learn more about graduate programs around the country. Both the Career Center and Graduate Studies thanks you!"

- Susan Gunn,
Former Director,
University Career Center

University Sponsored Groups, University Affiliated Individuals and Non-University Groups

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This section includes information for University-Sponsored Groups, University Affiliated Individuals and Non-University Groups use of Commons & Activities managed facilities. Reservations may be submitted for space in Commons & Activities managed facilities under the following guidelines:

Standard Events

Requests for *University-Sponsored* Standard Events will be accepted beginning on the first day of the third week of classes for events occurring in that semester

Requests for use of facilities for *University Affiliated Individual and Non-University* Standard Events will be accepted starting on the first day of the second week of classes for events occurring in that semester.

Facilities may not be reserved for study sessions or group projects. During Final exam periods each semester, small meeting rooms will be made available for study on a first come, first served basis.

Complex Events

Requests for *University-Sponsored and Non-University* Complex Events open to and designed primarily for the benefit of the entire student community will be accepted up to one (1) year in advance. (See Commonwealth Ballroom restrictions)

Requests for *University Affiliated Individual* Complex Events sponsored by currently enrolled students will be accepted up to one (1) year in advance. (See Commonwealth Ballroom restrictions). University Affiliated faculty and staff are not permitted to sponsor events in Commons & Activities managed spaces without an exemption from the Student Activities Advisory Committee (SAAC).

Commonwealth Ballroom Restrictions

Reservations for an event in any part of the Commonwealth Ballroom for Thursday, Friday, or Saturday during Fall and Spring semesters will be accepted up to six (6) months in advance.

Summer Events

Reservations for all events occurring during the summer sessions will be accepted up to one (1) year in advance. (NOTE: Summer hours of operation are limited daily and weekends. Before submitting requests for summer events, contact the Reservations and Events office for hours.)

" I write to thank you for your role in putting together the Tobacco Workers' Unity Summit at Virginia Commonwealth University's Student Commons...I am told you convened a virtual army of experts to help make the event come off in record time. Every room we used was outfitted to suit our needs precisely. We could not have asked for greater cooperation or more courteous helpers."

- James S. Gilmore, III
Governor of Virginia

Special Arrangements

Security

VCU Police
828-8696

Common's & Activities staff cannot act as security for events, their presence may be required in another part of the building, therefore, events, likely to attract crowds of the established room capacity, or for other circumstances, may be required to hire VCU Police / Security staff to provide security and crowd control. Groups that are not required by Commons & Activities to employ VCU Police/Security, but wish to do so, may make arrangements by calling the number listed above.

Hand-held metal detectors, which must be operated by VCU Police / Security staff, are available at your request.

Parking

Parking and Transportation
828-6585

The Parking and Transportation Office handles parking arrangements on all VCU lots including the nearest parking deck at Cherry and Main streets. On-street parking is controlled by the City of Richmond with enforcement by companies contracted with the City of Richmond Police Department.

Telephones

VCU Telecommunications
828-4331

All meeting rooms in the Commons are wired for telephone service. VCU Telecommunications handles all connections and billing arrangements for activating telephone connections. At least two weeks notice is required.

Message Services

828-9502

Incoming: Message boards can be provided by the Reservations and Events office.

Outgoing: For off-campus calls, pay telephones are located on the north and west sides on the first floor, and the north side of the second floor. For on-campus num-

bers, a telephone is located in the Reservations and Events office and at the Information Center.

Computing

University Computing Services
828-2227

Connections to the university's computer network are available in the Commons meeting rooms. Arrangements must be made through University Computing Services by calling the Help line number listed above. At least two weeks notice is recommended.

Video

Academic Technology
Media Support Services
828-1098

The Commons is connected to the university video network and can receive satellite signals as well as live or taped signals from other sources. Arrangements to have video sent to any of the Commons meeting/event rooms should be made through Media Support Services. Two weeks notice is required.

Fax Machines, Photocopiers and Other Office Equipment

There are no public area fax machines available for use in the Commons. A coin-operated photocopy machine is available on the first floor of the Commons. Additional machines are available in the Business Building and in the Cabell Library. The Photocopy Center, Business Building Room 1122, can print large copy jobs.

If your event requires additional equipment, you may arrange for your own or leased machines to be installed temporarily in your meeting room. Some business equipment suppliers offer hourly and daily rates. In the case of a fax machine, a telephone connection would need to be established. See "Telephones" listed above for installation. Delivery time must be arranged with the Reservations and Events office.

Catering and Alcohol

Catering / Food

Customers have the option of using VCU Catering (ARAMARK) or an outside caterer of their choice. Kitchen facilities and serving equipment are not available to outside caterers. The sponsor and/or caterer is responsible for all clean-up and removal of all waste from the premises.

VCU Catering - ARAMARK (828-1272)

VCU Catering can handle all your catering needs from banquets to refreshments to details like tablecloths, water service and floral arrangements. You also may use an outside caterer for food service; however, none of the kitchen facilities or serving equipment may be used by an outside caterer. You and/or your caterer will be responsible for clean-up and removal of all waste from the premises. The use of cooking equipment (i.e. microwave ovens, camp stoves, grills, and electric coffee makers) is prohibited.

Alcohol

Alcohol service must be provided by a service vendor licensed by the Virginia Alcohol Beverage Control Board. Exceptions must be obtained by the University Office of Risk Management at least ten days prior to the event. A copy of the alcohol license must be provided to the Reservations and Events office.

Events at which alcohol will be served must conform to state law and university regulations applying to the sale and/or service of alcohol in campus facilities. Refer to the "Procedure for Consumption and Distribution of Alcohol at Student-Sponsored Events on the Academic Campus of Virginia Commonwealth University" for regulations on the sale and service of alcohol at student-sponsored events.

Authorization Procedures for the Use and Distribution of Alcohol on Campus and at University Events

Virginia Commonwealth University recognizes that faculty, staff and students may wish to gather at social events where alcoholic beverages will be consumed. These procedures outline the responsibilities of organizational and individual sponsors of any on-campus or University-affiliated event where alcohol may be served. It incorporates the legal requirements of the Virginia Alcoholic Beverage Control Board and additional requirements of the University for both all-campus and private events. The procedures should help in organizing events responsibly and in encouraging responsible drinking. This guide does not supercede other regulations established for individual buildings (i.e., Student Commons, Larrick Student Center, etc.).

I. Regulations of Virginia Alcoholic Beverage Control Board

A. In order to drink alcoholic beverages, a person must be 21 years of age. It is unlawful to serve or sell alcohol to persons under age.

B. A Virginia ABC Banquet License is required for the following functions:

1. Any gathering where an alcoholic beverage is to be sold over the counter;
2. Any gathering where tickets, which then can be exchanged for an alcoholic beverage, are sold prior to or at the event;
3. Any gathering where money is collected prior to the event and an alcoholic beverage is purchased for this and
4. Any gathering where "donations" are taken to help pay for the alcoholic beverage consumed.

C. Alcoholic beverages may not be served or sold to individuals who appear intoxicated.

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D. No person may bring any type of alcoholic beverage into a licensed facility or area or take alcoholic beverages out of a licensed facility or area.

II. University Requirements

A. Events

1. Types of Allowable Events:
 - a. University events, which are open to the University community and their guests.
 - b. Private events, which are limited to those members of the University community who have been invited and their guests.
2. Types of Events Not Allowed:
 - a. Any gathering at which alcoholic beverages are given away but food and other beverages are sold (i.e., an event that includes alcoholic beverages in the admission price); or
 - b. Any gathering with a "bring your own bottle" (BYOB) appeal.

B. Event Sponsors

Every event where alcohol is served is required to have a sponsor who assumes responsibility for complying with these guidelines and applicable ABC laws and regulations. A sponsor may be a department, an organization or an individual.

C. Security and Bar Management

Sponsors of University events are required to provide security (at their own expense) and to arrange for the use of the facilities with the Reservation and Events Manager, who also will arrange adequate security coverage with the VCU Police.

Sponsors of private events are required to notify the VCU Police at least two weeks in advance of the event.

Each event shall have a licensed caterer or designated bar manager who is responsible for ensuring that underage persons are not served, that only one beer is served per person per visit, and that those who appear to be intoxicated are not served. If using a bar manager, he/she must be legal drinking age and have completed successfully the TIPS course (Training for Intervention Procedures for Servers of Alcohol) that is offered at the beginning of each academic year through the Division of Student Affairs. For student organization sponsored events, at least two organization members also should have completed the TIPS course successfully.

D. Advertising

Advertising for events involving the sale of alcohol will be limited to the VCU campuses. Information provided on the advertisement will be limited to the type of function, entertainment, location, time, sponsor and a statement indicating that proof of age and VCU ID are required. Advertising with references to "alcoholic beverages," "alcohol," "cocktails," "keg" or other terms or illustrations descriptive of alcoholic beverages or their consumption is not permitted.

Announcement of a private event may be by invitation only; no advertising of the event is permitted.

E. Event/Hosting Guidelines

1. Sponsors are required to provide sufficient amounts of alternative, non-alcoholic beverages throughout the event.
2. Sponsors are asked to provide food whenever alcohol is served. Salty, greasy or sweet foods should be avoided as they tend to make people thirsty. Serve foods rich in starch and protein as they stay in the



stomach longer and slow the absorption of alcohol in the bloodstream.

- 3. No alcoholic beverages will be served/sold prior to noon or after midnight.
- 4. Only VCU students, faculty, staff and sponsored guests may be admitted to events that offer alcohol for sale and only those with proof of age identification may be served alcohol.
- 5. Student/student organization sponsors must return profits from the sale of alcoholic beverages to the appropriate reserve fund (i.e., Student Senate’s Appropriations Committee, MCV Campus Student Government Association, Greek Council or Residence Hall Association). An accounting procedure for these profits must be arranged in advance with the organization’s treasurer and/or accounts manager. If the sponsoring organization is funded by Student Activity Fees or the MCV Campus Student Government Association, a responsible party must be identified and must be present to handle the admission and beer ticket sales money.

F. Responsibility and Liability

Virginia Commonwealth University assumes no responsibility for any liability incurred at any event not sponsored by the University where alcohol is served and/or sold. Faculty, staff, students and student organizations are expected to conduct themselves in accordance with the laws of the Commonwealth of Virginia and to assume full responsibility for their activities and sponsored events.

G. Approval Processes

- 1. If using the University Student Commons, student/student organization sponsors must sign an Alcohol Authorization Agreement Form, which signifies their understanding of and willingness to abide by these guidelines. The form is available from the Reservations and Events Manager of the University Student Commons and must be completed at least two weeks in advance of the event.

For all other buildings, student/student organizations must secure written approval from the building manager, their dean or department head.

- 2. Faculty and staff who wish to sponsor an event where alcohol is served must secure the written approval of their dean or department head at least two weeks in advance of the event.

H. Sanctions

Sponsors who fail to abide by the requirements stated within these procedures will be unable to sponsor another such event for a minimum of twelve months after the event and may be banned from further sponsorship. The building manager, dean or department head that approved the event is responsible for imposing appropriate sanctions.

Appeals will be handled by the appropriate University official under existing appeal processes.

Literature and Promotional Material Distribution

Including Banners, Sandwich Boards, Information Tables and Handbills

Because of the limited space available for the distribution of informational materials in University Student Commons & Activities managed areas, the following procedures have been established to manage all distribution areas. These procedures apply to the University Student Commons, Commons Theater, Commons Plaza, exterior walkways to and from the Commons, Business Building lobbies and Shafer Court.

General Procedures

Registered student organizations and University departments may reserve banner, sandwich board and information table areas without charge.

A registered student organization or University department must sponsor non-University organizations. Non-University organizations are not permitted to distribute handbills from any location.

Banners and Sandwich Boards

Space is assigned on a first come first served basis. Space may be reserved in increments of up to 7 days.

The Reservations and Events Office must approve material on banners and sandwich boards prior to posting.

The sponsoring organization is responsible for hanging and removing their banners/posters at the designated location. Wire tape or any other material that will damage surfaces can not be used. String, rubber bands, and zip ties are acceptable. Banners and sandwich boards must be removed at the end of operating hours on the last day of the reservation. Banners and posters not removed will be discarded.

If a banner relates to an event funded by Student Activity Fees, it must be stated on the posted materials. The sponsor must remove any posted material within 24 hours after an event regardless of reservation period.

Registered student organizations may not credit corporations or businesses as "co-

sponsors" but may state that the business is underwriting, in association with," or being presented by" the specific event being promoted.

Information Tables

Any use of an information table to promote the use or purchase of a commercial product or service or for fund raising will be considered a sales or service solicitation table and must follow the procedures governing those practices.

Sponsors may reserve only one (1) table per day for any during regular Commons hours. Sponsors must occupy the table during all hours of the reservation period.

Information table areas include:

- Commons Main Lobby (2)
- Commons Breezeway (4)
- Shafer Court (4)*
- Business Bldg. Main St. Lobby (2)*
- Business Bldg. Floyd Ave. Lobby (2)*

*Sponsor must provide own table

Handbills

Distribution of handbills from reserved Information Tables either inside or outside the Commons must follow guidelines for Information Tables. Sponsors may not reserve an Information Table space and a handbill area.

Sponsors may reserve one space per sponsor per day. Sponsors may not reserve the same space for more than two days in any week.

The designated handbill areas are:

- Cherry/Main Entrance (Door #15)
- Main/Linden Entrance (Door #18)
- Floyd Avenue/ATM Area
- Exterior Tables

Sponsors distributing handbills are responsible for cleaning up any handbills that are not discarded in proper trash receptacles in and around the Commons. Cleaning should take place through the period of reserva-

tion. Failure to maintain cleanliness with regards to handbills will result in the sponsor being denied the privilege to distribute handbills in the future.

Other Literature Distribution Guidelines

The Reservations and Events office does not schedule display boards, literature racks, table tents or other display areas within the University Student Commons. Please contact the Administrative office in 216 University Student Commons for further information.)

“ Thank you so much for your assistance in making our Models That Made It Conference at the VCU Student Commons a success. We really appreciated your availability, organization and responsiveness through the whole process. The combination of your wonderful facility and your operations team helped make the conference run very efficiently and effectively. It was a pleasure to work with someone as organized and together as you. I hope our paths cross again on some future project. Thanks for everything.”

- Deborah D. Oswalt
Virginia Health Care
Foundation

History of the Commons

1993

Phase II opens on January 19th. Dancers from the VCU Dance department lead students, faculty, staff and guests through a wall of colorful ribbons into the new 42,000 square feet addition. The Commons is now 121,000 square feet total.

Mikhail Gorbechov visits the Commons as a guest of President Eugene Trani and addresses a packed Commonwealth Ballroom on the current state of U.S. and Russian relations.

Linden Street is closed to traffic.

Angela Davis, Chuck D and Timothy Leary all speak in the Commonwealth Ballroom during the spring semester.

1994

The Commons celebrates it's 10th anniversary.

New Age recording artist Liz Story and Joel DeBartolo perform in the Commonwealth Ballroom for the Commons Collage.

Dr. Lani Guinier speaks in the Commonwealth Ballroom for the opening of Community Learning Week.

The Souther Governor's Conference - a televised event featuring a panel of students from around the state discussing issues on education with U.S. Southern Governors, takes place in the Commons Lobby.

1995

The first annual VCU Celebrates the Holidays is held in the Commons and Sanger Hall.

Sales Tables

The sales of commercial products, non-commercial materials and charity fund raising is permitted within areas managed by Commons & Activities in accordance with the guidelines below. All activity of this kind is referred to as "sales" in this section.

General Procedures

Sales must be conducted or sponsored by registered student organizations or university departments. Vendors and non-university affiliated users engaged in sales activity must be sponsored by a registered student organization or University department.

(Note: Sales of services including credit cards, credit services and telephone services covered under Service Solicitation Tables.)

No product may be sold that duplicates or is similar to those sold by contracted vendors in Commons & Activities managed facilities. The Reservations and Events Manager must approve all products, materials or charitable organizations prior to sale. Certain products, materials and charities have received special exemptions, check with Reservations and Events office for list.

Sponsoring organizations or departments will be permitted one sales period per semester. Sa sales period is defined as up to five consecutive days of sales, although sponsor may choose to sell for fewer days.

Failure to cancel a sales table reservation at least one day (24 hours) prior to the reservation date/time will result in a charge of \$7.50 to the sponsoring organization or department.

Rental Fees

Registered student organizations or university departments conducting sales must pay the Commons & Activities a rental fee of \$15.00 per day for each sales table space.

Non-affiliated vendors sponsored by University Student Commons and Activities must pay a 12 percent commission on gross sales or \$15.00 per day (whichever is greater) due to the Reservations and Events Office at

the end of each sales day. Rental payment must be accompanied by an accounting of gross sales. Additional verification of gross sales may be required.

If registered student organizations or University departments sponsor a vendor, the terms of the commission must be negotiated between the parties in advance but should not be less than 12 percent of gross daily sales or \$15.00 which ever is greater.

Insurance and License

Individuals or firms must carry liability insurance with a minimum coverage of \$300,000 and provide the Reservations and Events Office with a copy of a certificate of insurance coverage before the request for sales table will be confirmed.

Any business licenses required by the Commonwealth of Virginia and or the City of Richmond, VA must be obtained and copies of those licenses provided to the Reservations and Events office before a request for sales will be confirmed.

Locations

Sales are permitted in the following locations:

- Commons Main Lobby (2)
- Commons Breezeway (4)
- Shafer Court (4)*
- Business Bldg. Main St. Lobby (2)*
- Business Bldg. Floyd Ave. Lobby (2)*

*Sponsor must provide own table

Disclaimer

The following disclaimer must be clearly displayed on all sales tables:

"Virginia Commonwealth University assumes no liability for the quality of the goods and services sold at tables on its premises. The presence of commercial vendor on VCU property does not constitute an endorsement of the vendor or its product by the University.

Service Solicitation Tables

Service solicitation by non-University affiliated vendors may be conducted only in accordance with the guidelines below. Service solicitation table space on the Academic Campus is reserved through the Reservations and Events office, Room 215, University Student Commons. Virginia Commonwealth University assumes no liability for the quality of the goods or services sold at sales tables on its premises. The presence of a commercial vendor on the property of Virginia Commonwealth University does not constitute an endorsement of the vendor or its products by the University.

These procedures cover the solicitation of any service including but not limited to: credit cards, credit services, telephone service, wireless communication services, internet service and other contracted services. The Director of the University Student Commons & Activities or representative shall determine if a request meets these criteria.

General Procedures

Non-university affiliated service solicitation vendors must be sponsored by a registered student organization or university department.

Reservation arrangements must be handled by a representative of the sponsoring organization. The sponsor is responsible for providing the vendor with all pertinent information and regulations including parking restrictions, sign/display limitations, location directions, etc.

The sponsoring student organization or university department must pay the University Student Commons a rental fee of \$50.00 per day for the service solicitation table space. Organization and departments with University accounts can provide an account code as part of the reservation; all others must pre-pay by check or in cash.

The sponsoring student organization or university department must negotiate the terms of the financial agreement with the service solicitation vendor. It is recommended that the agreement be in writing and guarantee a minimum percentage/

amount greater than the \$50.00 per day the sponsoring organization will be required to pay in rental fees.

Failure to cancel a service solicitation table reservation at least one day (24 hours) prior to the reservation date/time will result in a charge of \$25.00 to the sponsoring organization or department.

Sponsoring organizations or departments are permitted one table period per semester, including service solicitation. A table period is defined as up to five consecutive days of solicitation, although a sponsor may choose to sell for fewer days.

One service solicitation table will be permitted on campus per day. Service solicitation tables will be permitted only during a five-week period starting on the third week of classes each semester.

Insurance and Licences

Individuals or firms must carry liability insurance with a minimum coverage of \$300,000 and provide the Reservations and Events Office with a copy of a certificate of insurance coverage before a request for sales will be confirmed.

Any business licenses required by the Commonwealth of Virginia and/or the City of Richmond must be obtained and copies of those licenses provided to the Reservations and Events Office before a request for sales will be confirmed.

Disclaimer

The disclaimer sign printed on one side of the yellow reservation card must be prominently displayed at all times. Additionally, vendors must provide customers with a telephone number and/or mailing address—when requested—where they can be contacted concerning questions and/or complaints about their products.

Amplified music and/or speech is not permitted.

No solicitation away from the table location or yelling to passers-by will be permitted.

.....

Location

Service solicitation tables are permitted only in one of the four sidewalk table locations on the University Student Commons sidewalk between the Lobby and Theater entrances near Floyd Avenue. Please note that in the event of inclement weather, no alternate space is available.

A maximum of two tables (4 ft x 3 ft) and four chairs will be provided; sponsors/vendors may not provide their own tables and chairs. Tables are put in a specific, assigned location, which is outlined in paint on the sidewalk. Tables and displays may be arranged in any manner within this area, but are not to be moved from the assigned location.

Any special arrangements, such as demonstrations, mounting backdrops, or give-aways, must be approved by the Reservations and Events office prior to the reservation date.

There are no electrical outlets and extension cords from interior outlets will not be permitted. No other equipment and/or services, such as water or parking, will be provided.

Credit Card Sales

For Credit Card Sales, each person who picks up and/or completes an application must be given a brochure—provided by the Reservations and Events Office—on personal financial management. Only the university-supplied brochure can be used to comply with this requirement. Failure to consistently distribute the brochure will result in cancellation of the current reservation and suspension of reservation privileges for at least one semester.

History of the Commons

1995

University Business Services opens a technology store in the Commons called Online@VCU.

1996

Commuter Student Services and the Off Campus Housing Office combine. The Commuter Student Lounge is developed and services are added for commuter convenience.

Reservations request forms are made available on the internet.

1998

Timothy A. Reed is named Director of the University Student Commons.

First Year Student Services moves offices to the first floor of the Commons.

A computer lab is opened on the lower level of the Commons by the Office of Information Technology.

1999

VCU Card opens a satellite office in the Commons.

Shafer Court and Park Avenue are renovated with brick pathways and a brick compass.

2000

Linden Court is constructed with a brick VCU logo placed at its center.

The Center for Multicultural Activities opens on the second floor of the Commons.

Anthony Hopkins and Julianne Moore eat lunch in the Commonwealth Ballroom during the filming of Hannibal on Grove Avenue.

Film/Video Showings

Event Sponsors wishing to use the University Student Commons and/or its equipment to show any portion of a film or video will be required to meet with the Activities Coordinator or Reservations and Events Manager. The organization representative must show a public performance license or proof of permission from the copyright owner to show the work publicly.

Failure to show a public performance license or proof of permission will result in denial of the reservation request.

Please be reminded that ownership, rental or borrowing a film/video from a library does not necessarily constitute public performance rights.

Any attempt to deceive the Reservations and Events office or members of the Commons & Activities staff to avoid obtaining a public performance license will result in event cancellation and may jeopardize the sponsoring organization's ability to reserve space.

License Information

Pre-recorded video cassettes and videodiscs that are rented or sold by stores and suppliers throughout the United States are licensed by the copyright owner for home use only.

The U.S. Copyright Act states that the copyright owner has the right "to perform the copyrighted work publicly." U.S. Code, Title 17, Section 106. This right remains with the copyright owner and is not transferred to the purchaser or lessee of a cassette.

Since many film/video titles are protected by the U.S. Copyright Act, permission from the copyright owner or a public performance license is required before the work can be performed (shown) publicly.

To perform or display a work "publicly" means:

To perform or display it at a place open to the public or at any place where a substantial number of persons outside of a normal circle of a family and its social acquaintances is gathered...U.S. Code, Title 17, Section 101

Performances in places such as clubs, lodges, factories, summer camps and schools are public performances subject to copyright control." H.R. Rep. No. 94-1476, 94th Congress, 2nd Session (1976) pg. 64

Anyone that violates the U.S. Copyright Act subjects him/herself to statutory damages, forfeiture of equipment and tapes, attorney's fees and costs of litigation. The penalties for copyright infringement may also include substantial fines and imprisonment. *

Examples of Events that Require* a Public Performance License:

- Showing cartoons or a movie to children at a nursery school or holiday social
- Broadcasting a videocassette on a closed-circuit system
- Having a "movie night" in a residence hall or common area

Commonly Asked Questions* About Film/Video Showings

"Do we need a license if we are not charging admission?"

Yes, the copyright laws apply whether or not admission is charged.

"What about tapes that I own?"

The purchase or rental of a video tape from a local video store or rental outlet is for home use only and does not carry with it the right to show the work in a public or semi-public place. Also, ownership of a videocassette that contains an unlawfully copied movie is a violation of copyright laws.

"Isn't my residence hall my home?"

An individual's room where he/she sleeps and studies can be considered "home". However, public and semi-public areas within a residence hall, such as a lounge or recreation room are subject to copyright restrictions.

"Can I tape a television program at home and show it at my organization's meeting or event?"

Each station network has different procedures and policies. Check what the Reservations and Events office or the Associate Director for Student Activities.

* Borrowed from *Public Performance Videocassette Programming with Swank Motion Pictures, Inc.*

Detailed Procedures

Complex Event / Event Advising

In an effort to ensure the longevity of these facilities and a safe, enjoyable event for all in attendance, the procedures listed shall govern the use of all Commons & Activities managed facilities. Additionally, any event supported by Student Activity Fees through SGA may be subject to this process. Failure to adhere to these procedures, those of Commons & Activities, Virginia Commonwealth University and all applicable state and federal laws may subject the sponsoring organization to restriction or loss space usage privileges for the remainder of the academic year or until otherwise advised.

Only two large events of similar nature (ie: dances, step shows) can be scheduled in the Commons from Thursday through Sunday each week.

Events classified as "all-campus" cannot duplicate the programs planned by the Activities Programming Board. Private events are not bound by this restriction, but must adhere to all appropriate facility, University and State policies and laws. Private events are defined as those open only to sponsoring group members and the guests by invitation.

Procedures for Complex Events

After submitting a Space Request Form with the Reservations and Events office, it will be processed and given a TENTATIVE status. You will receive a packet containing details that must be discussed with the Activities Coordinator by the given deadline date in order to confirm your space.

Complex Events Agreement

A representative of the sponsoring organization, who will take overall responsibility for the event, must meet with the Activities Coordinator to complete a Complex Events Agreement. This meeting should take place at least four weeks before the event. This time limit will not apply to a grace period at the beginning of each semester that will be determined by the Reservations and Events Manager. All performance contracts must be submitted 30 days

prior to the event.

The Pre-event Meeting will take place 30 minutes before the scheduled starting time of the event. The Commons Manager and organization representative will discuss building policies and security needs. The facility will be inspected for damages. Any damages existing before the event will be noted.

The Post-event Meeting will take place immediately after the event. The sponsoring organization will be charged for any damages that occurred during the event. Failure to meet with the Commons Manager after the event could result in additional charges and may jeopardize future reservations.

The event may be cancelled by the Commons Manager if the organization representative does not arrive for the Pre-event Meeting at the designated time. Failure to provide adequate security or adhere to building policies will also result in the cancellation of the event.

Event Admission

If tickets are used or some method of counting attendance is required because the event is expected to draw a near-capacity crowd, the Activities Coordinator will discuss these issues with the group representative. If applicable, the following options will be discussed:

- a) Two (2) people at the main entrance to collect admission and count the number of people entering the event
- b) At least four (4) people to secure doors inside the facility and hallways leading to the facility.

Security

Groups sponsoring events which are likely to attract crowds near or in excess of the established room or space capacity may be required to hire VCU Police/Security Officers to provide security and crowd control. Such situations will typically require three officers to be hired at rates established by

the VCU Police. Current rates are as follows available from the VCU Police Department.

Three police officers will be scheduled for an event unless the sponsoring organization has had a minimum of two members trained in event management by Commons & Activities. Only two police officers will be required when sponsoring organization members have received training.

Organizations that cannot provide a sufficient number of members to meet the security requirements, or who do not have members trained in event management, can contract with members of an organization that have received training. This arrangement must be approved by Commons & Activities.

Members of the Commons & Activities Staff cannot act as security since their presence may be required in other parts of the building. Commons staff must be allowed to enter the facility freely to ensure these policies are enforced.

Cancellations or Changes

Any changes or cancellations to an event must be reported to the Reservations and Events Manager prior to the event or charges may be incurred.

Equipment

The Commons & Activities staff will provide any equipment (ex: tables, chairs, coat racks). **The staff should not be expected to carry materials brought in by the sponsoring organization.** Commons & Activities staff will attempt to accommodate late and last minute requests, but equipment availability is not guaranteed.

Hours

All entertainment must end no later than 11:30 PM Monday - Thursday, 10:30 PM on Sundays and 12:30 AM Fridays and Saturdays unless prior arrangements have been made for event overtime. The area should be cleared within 15 minutes following the end of the event. If entertainment person-

nel or guests who attend the event are in the Commons at closing time, the sponsoring organization will be charged every 15 minutes that the Commons & Activities staff are required to stay until the building has been cleared. A minimum will be charged for any overtime occurrence.

Food and Alcohol

See Catering and Alcohol on page 10.

AV Tech

If a projectionist or AV Technician is needed, these needs should be included on the Reservation Request Form. For more information see Audio/Visual under Special Arrangements on page 10.

Safety

No doors are to be blocked off in any manner as this constitutes a fire escape hazard.

Signage

No materials or signs of any kind may be affixed to walls, ceilings, equipment or other areas of the facility without written approval from the Reservations and Events Manager.

Trash Disposal

See Trash and Recycling under General Information on page 5.

Vehicles

See Loading/Unloading under General Information on page 5.

Available Equipment

Fixed Equipment:

Equipment should be requested as part of your reservation.

All Meeting Rooms

Telephone, data and video connections to university networks are possible, at customer's cost, through prior arrangements.

Capital Ballroom

Projection screen at the south end of the room.

Common Ground

Projection screen; video projector. Built-in sound system with microphones, CD player, cassette tape deck and turntables. *

Commonwealth Ballrooms

Projection screen in Commonwealth Ballroom B alcove; built-in sound system for microphones. Theatrical lighting. * Professional sound system. Data projector.

Forum Room

Projection screen. Built-in sound system for microphones and projectors. * Data projector.

Commons Theater

Projection screen; slide projector. 16 mm film projectors. * Built-in sound system for microphones and projectors. *

Canal, James River, and Metro Rooms

Dry erase board; projection screen.

Portable Equipment

Equipment should be requested as part of your reservation.

Audio cassette player
Dry erase boards
Easels (paper not provided)
Flip charts
Microphones
Lavalier microphones
Wireless microphones
Microphone stands, floor
Microphone stand, table top
Piano, Yamaha Baby Grand
Plexiglass display boards (Commonwealth Ballroom hallway)
Podiums
Floor podium
Table podium
Podium with built-in sound system
Portable sounds system, amplifier and speakers*
Portable projection screen
Projectors
16mm film projector
Overhead projectors
Slide projector
Digital projector (Commonwealth Ballroom)*
Staging
Table skirting
Tent, folding 10 X 20' **
VCRs with monitors

* Requires the service of an AV Technician (Labor rates as specified on the Space Rental Rate Schedule). Events requiring an AV Technician also requires a meeting with the Technical Services Supervisor.

** Requires a "Complex Setup Fee" (Labor rates as specified on the Space Rental Rate Schedule) per hour per Facility Assistant, to be charged for setup and breakdown.

Meeting Room Capacities

22

| Room | Square Feet | Lecture | Conference | Banquet | Classroom | U-shape | Reception |
|-------------------------------|-------------|---------|------------|---------|-----------|---------|-----------|
| Commonwealth Ballroom | 5292 | 600 | x | 200-300 | 235 | x | 744 |
| Commonwealth A (1/3) | 1378 | 175 | 40 | 63 | 62 | 60 | 150 |
| Commonwealth B (2/3) | 3771 | 350 | x | 100-150 | 180 | x | 500 |
| Plaza Lounge | 1392 | x | x | x | x | x | x |
| Capital Ballroom | 1500 | 270 | x | 150 | 100 | x | 250-300 |
| Capital A/B/C/D (1/4) | 375 | 50 | 28 | 30 | 24 | 47 | 60 |
| Capital AB/CD (1/2) | 750 | 112 | 50 | 64 | 50 | 50 | 125-200 |
| Capital ABC/BCD (3/4) | 1,125 | 175 | x | 80 | x | x | 200-250 |
| Commons Theater | 614 | 325 | x | x | x | x | x |
| Forum Room | 600 | 75 | x | x | 75 | x | x |
| Common Ground | 2400 | x | x | 150 | x | x | x |
| Canal Room | 266 | x | 14 | x | x | x | x |
| James River Room | 376 | x | 12 | x | x | x | x |
| Metro Room | 117 | x | 10 | x | x | x | x |
| Alumni Association Board Room | 868 | x | 22 | x | x | x | 35 |
| Commons Plaza | x | x | x | x | x | x | 1500 |
| Main Lobby Lounge | 2021 | x | x | x | x | x | 200-300 |
| Food Service Seating Area | 3953 | x | x | 300 | x | x | 500 |
| Student Art Gallery | 656 | x | x | x | x | x | 35 |

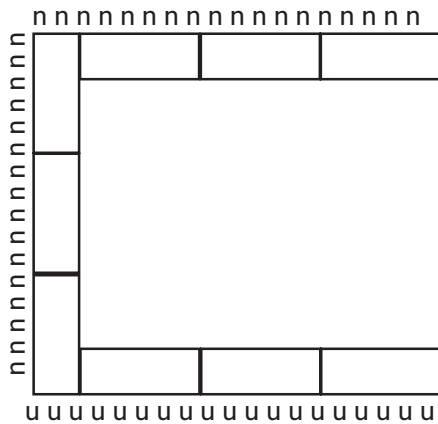
Space Rental Rates

| Room | Student Organization Use | | Department Use | | VCU-Affiliated Individual Use | | Non-University Use | |
|--------------------------------------|--------------------------|-------------------|-----------------|-------------------|-------------------------------|-------------------|--------------------|-------------------|
| | 4 hours or less | Every hour over 4 | 4 hours or less | Every hour over 4 | 4 hours or less | Every hour over 4 | 4 hours or less | Every hour over 4 |
| Commonwealth Ballroom | \$ 85 | \$ 30 | \$ 125 | \$ 44 | \$ 225 | \$ 79 | \$ 225 | \$ 79 |
| Commonwealth A (1/3) | \$ 30 | \$ 11 | \$ 45 | \$ 16 | \$ 75 | \$ 27 | \$ 75 | \$ 27 |
| Commonwealth B (2/3) | \$ 60 | \$ 21 | \$ 90 | \$ 32 | \$ 150 | \$ 53 | \$ 150 | \$ 53 |
| Commonwealth w/Plaza Lounge | \$ 135 | \$ 45 | \$ 140 | \$ 125 | \$ 350 | \$ 125 | \$ 350 | \$ 125 |
| Capital Ballroom | \$ 40 | \$ 14 | \$ 60 | \$ 21 | \$ 100 | \$ 35 | \$ 100 | \$ 35 |
| Capital A/B/C/D (1/4) | \$ 30 | \$ 11 | \$ 45 | \$ 16 | \$ 75 | \$ 27 | \$ 75 | \$ 27 |
| Capital AB/CD (1/2) | \$ 20 | \$ 7 | \$ 30 | \$ 11 | \$ 50 | \$ 18 | \$ 50 | \$ 18 |
| Capital ABC/BCD (3/4) | \$ 10 | \$ 4 | \$ 15 | \$ 6 | \$ 25 | \$ 9 | \$ 25 | \$ 9 |
| Commons Theater | \$ 60 | \$ 21 | \$ 90 | \$ 32 | \$ 150 | \$ 53 | \$ 150 | \$ 53 |
| Forum Room | \$ 30 | \$ 11 | \$ 45 | \$ 16 | \$ 75 | \$ 27 | \$ 75 | \$ 27 |
| Common Ground | \$ 30 | \$ 14 | \$ 60 | \$ 21 | \$ 100 | \$ 35 | \$ 100 | \$ 35 |
| Canal Room | \$ 10 | \$ 4 | \$ 15 | \$ 7 | \$ 25 | \$ 9 | \$ 25 | \$ 9 |
| James River Room | \$ 10 | \$ 4 | \$ 15 | \$ 7 | \$ 25 | \$ 9 | \$ 25 | \$ 9 |
| Metro Room | \$ 10 | \$ 4 | \$ 15 | \$ 7 | \$ 25 | \$ 9 | \$ 25 | \$ 9 |
| Alumni Association Board Room | \$ 40 | \$ 14 | \$ 60 | \$ 21 | \$ 100 | \$ 35 | ---- | ---- |
| Commons Plaza | \$ 125 | \$ 45 | \$ 190 | \$ 67 | \$ 300 | \$ 125 | \$ 300 | \$ 125 |
| Food Service Seating Area | \$ 80 | \$ 28 | \$ 120 | \$ 42 | \$ 200 | \$ 70 | \$ 200 | \$ 70 |

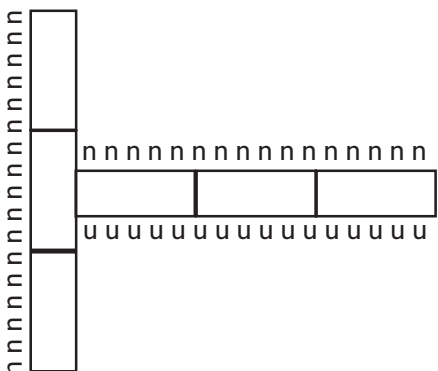
Room Configurations



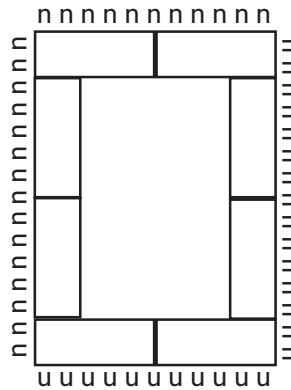
Lecture



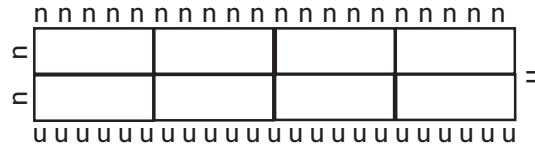
U-Shape



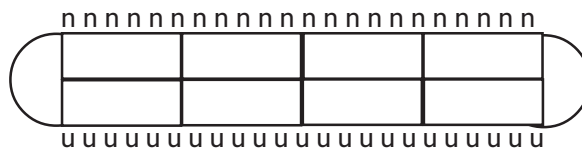
T-Shape



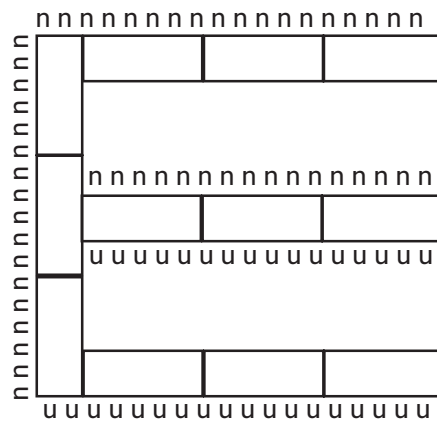
Conference - Hollow



Conference

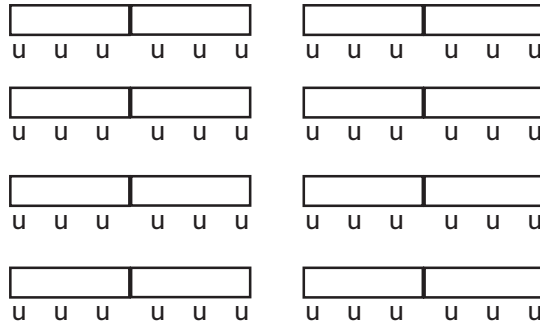


Conference - Oval

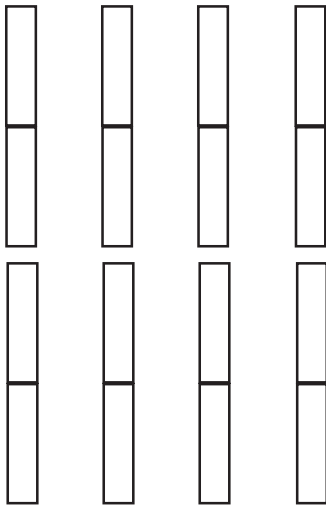


E-Shape

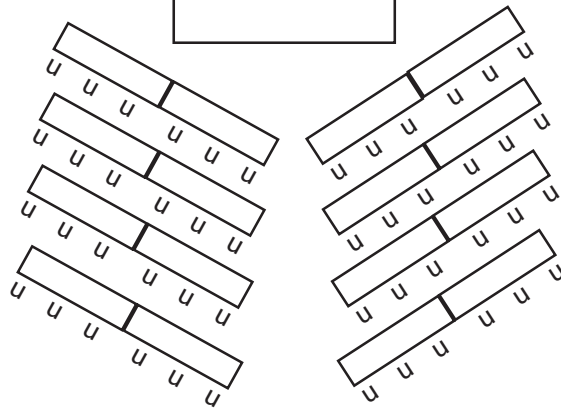
Room Configurations



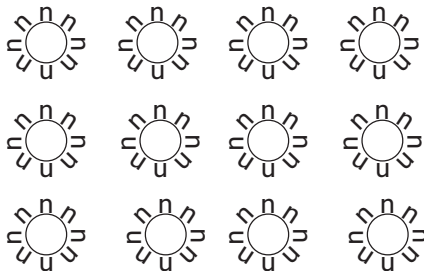
Classroom



Classroom, Perpendicular



Classroom, V-shape

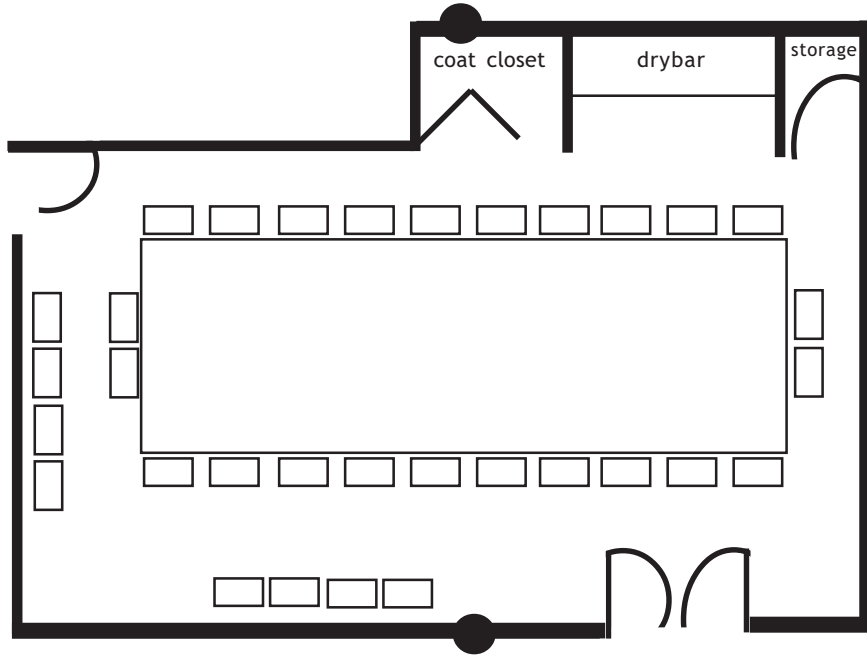


Banquet



Lecture, V-Shape

Alumni Association Board Room



Configurations

Conference 22

Reception 35

Square Feet 865

Amenities and Equipment

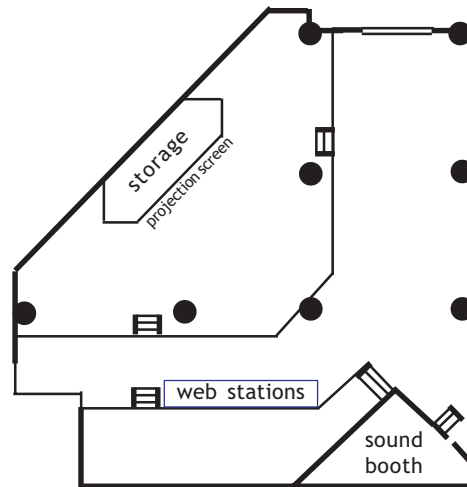
- ☛ Connections for voice/data
- ☛ Mahogany conference table and chairs
- ☛ Marble-topped serving station
- ☛ Coat closet

The elegant furnishings and finishes in the Alumni Association Board Room were made possible by the generous contributions of VCU alumni. The room is available only for University-sponsored activities on a limited reservation basis for appropriate functions in order to preserve and protect the decor. The VCU Alumni Association uses the Board Room for its on-campus meetings and events.



For complete Building Map see page 32.

Common Ground



Configurations

The maximum capacity of the facility is 175 people. For the safety of all involved, no more than these numbers will be allowed.

Organizations sponsoring events that may attract crowds which exceed the Common Ground's legal capacity of 175 people may be required to have a faculty advisor present throughout the program.

Non-University organizations may only use the Common Ground when sponsored by a University-affiliated group or with the approval of the Reservations and Events Office.

➤ Load In: From Floyd Ave, 250' to the stage, use stairs or elevator down. From Loading Dock: 7' door; 4X6 elevator or stairs down - 175' to stage.

➤ Staff: Trained student employees.

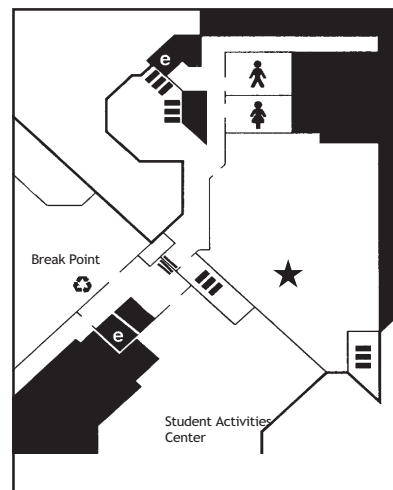
*require special arrangement with Technical Services

Admittance to the Common Ground is limited to the VCU Community and guests of the University.

The seating capacity of the Common Ground is 150 people.

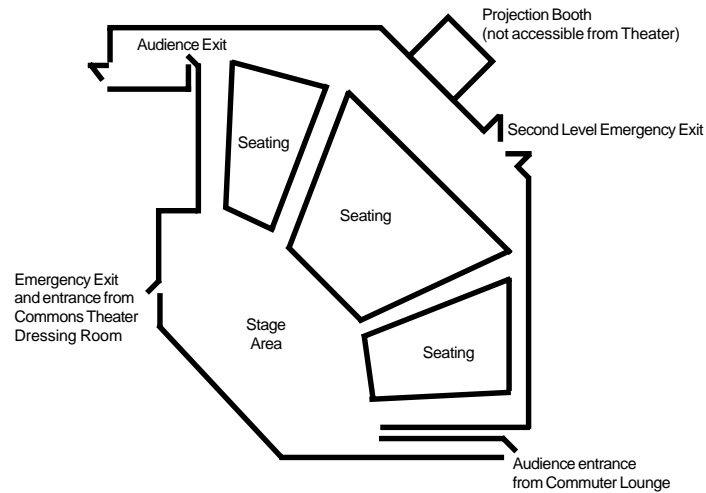
Amenities and Equipment

- Fixed web browsing stations
- Public-address sound system
- Projection screen television with cable TV and TV/VCR
- DJ/Concert sound system: 6Yamaha speakers, 4 microphone inputs: a DJ mixer, turntable, QSC USA amps. Radio.*
- 16mm film and video projection*
- Campus Phone
- Stage: Wooden parquet floor space trapezoidal 15' deep by 25' wide back by 15' wide front.



For complete Building Map see page 32.

Commons Theater



Configurations

Open: 350

Lecture: 300

Theatre Square Feet: 3200

Stage Area Square Feet: 600

Amenities and Equipment

- ⇒ Connections for data/tv
- ⇒ Public-address sound system
- ⇒ 16mm film and video projection capabilities. Large projection screen (15' Tall x 26' Wide)
- ⇒ House/Stage lighting systems: 2 sections with controls for dimming
- ⇒ Staff: Trained student employees and technicians
- ⇒ Load In: From Floyd Avenue/Commons Circle - 175 ft to center stage area. From Main Street to center stage area: 350 ft. From Loading Dock/Cherry Street to center stage area: 225 ft.

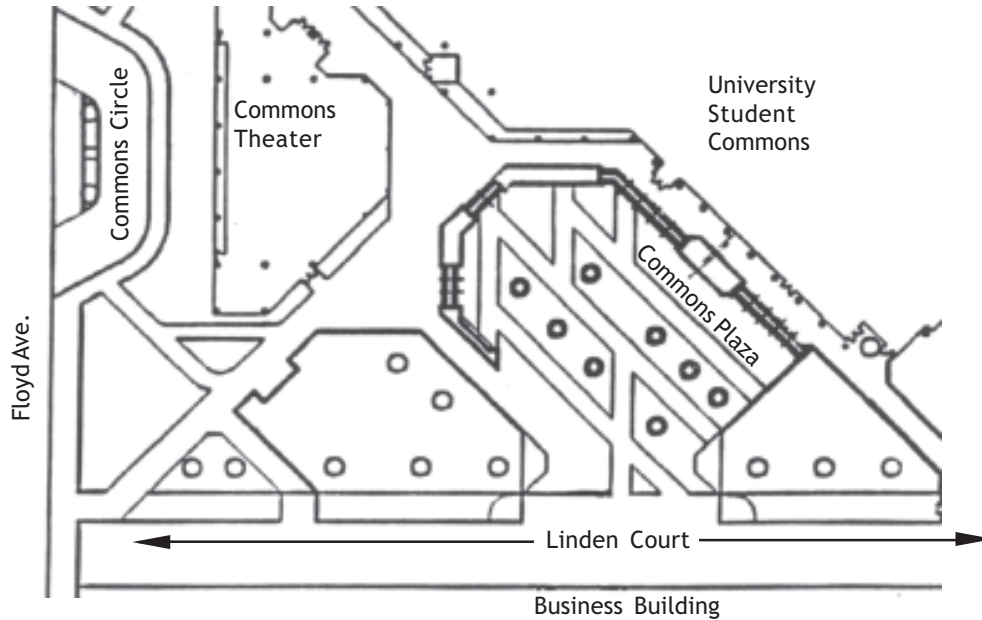
The Commons Theater frequently hosts films and small lectures but the unique, tiered seating allows for adjustable use of the space. Food and drink are not permitted in the Commons Theater. Reservations for a separate reception area must be made if food and drink are a part of the event.

The Theater Dressing Room is not included in the reservation of the Commons Theater and must be reserved separately. The Dressing Room can accommodate three performers, has a private restroom.



For complete Building Map see page 32.

Commons Plaza and Linden Court



Configurations

Capacity 1500
Square Feet 865

Amenities and Equipment

- ⌘ Tables and chairs
- ⌘ 220V power supply

All above features require special arrangement with our Technical Services

The Commons Plaza is an outdoor performance and reception area perfect for concerts, fairs, and home to many of our Summer Programs. The Plaza features places to relax in the sun or the shade. Tables and chairs are available, along with full technical support.

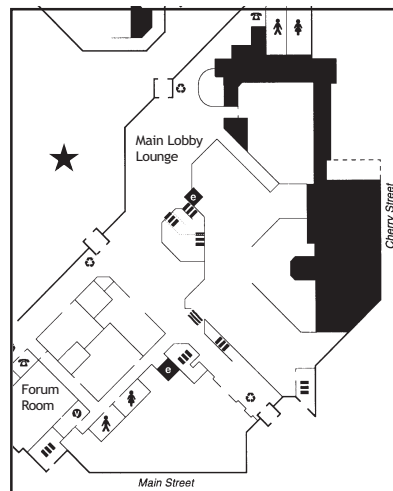
** For the safety of all involved, 1,500 people is the maximum number that will be allowed.*

Amplification

Amplification in the Commons Plaza is permitted only from 12 noon to 1PM, Monday - Friday, and 12 noon - 11PM Saturday and Sunday. Amplification is permitted only with prior clearance through the Reservations and Events Office.

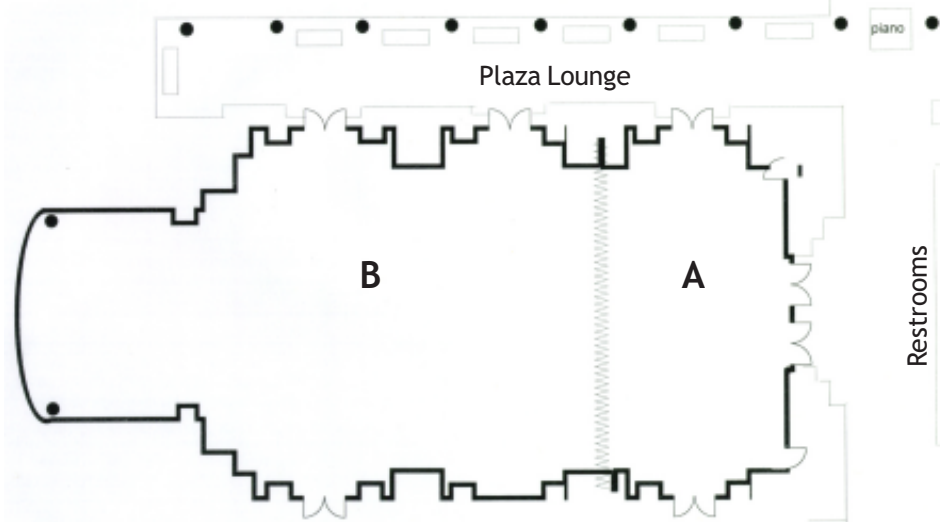
Vehicles

If your event in the Commons Plaza requires the loading and unloading of equipment, the circle in front of the Commons Theater is only available for short periods of time. No vehicles are permitted on the sidewalks surrounding the building, in the loading zones or on the Plaza itself.



For complete Building Map see page 32.

Commonwealth Ballroom



Configurations

Open 744
Lecture 600
Reception 700
Square Feet 5300

Amenities and Equipment

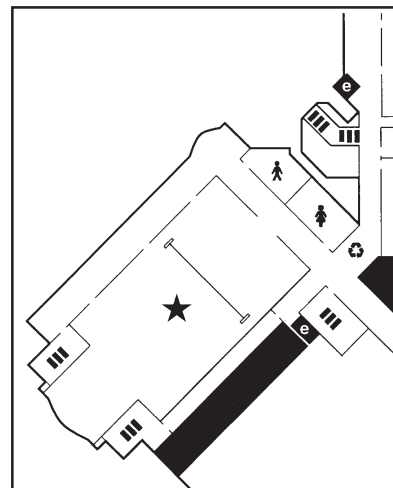
- ☞ Connections for voice/data/video
- ☞ Public-address sound system
- ☞ 16mm film and video projection Large projection screen (12' Tall x 18' Wide)
- ☞ Stage lighting systems: Strand MX 48 channel console. 11 circuits in 1st cove. 9 circuits in 2nd. 4 circuits in 3rd. 5 wall circuits either side of proscenium opening. 6 circuits 30 ft. out front on ceiling beam. House Lights: 7 dimmable circuits, with controls in each room (A&B) and the control room; 8 programmable presets.
- ☞ House sound: 2-6" speakers ceiling mounted in each of the 3 bays; with two interconnected 4-channel mixers and equalizers.
- ☞ DJ/Concert sound: 3 speaker plugs both sides of stage for connection of 2 JBL SR4735s, and 1 JBL MR802; driven by 3 QSC USA amps, Yamaha 16 channel mixer.

☞ Staff: Trained student employees and technicians

☞ Piano: Yamaha Baby Grand

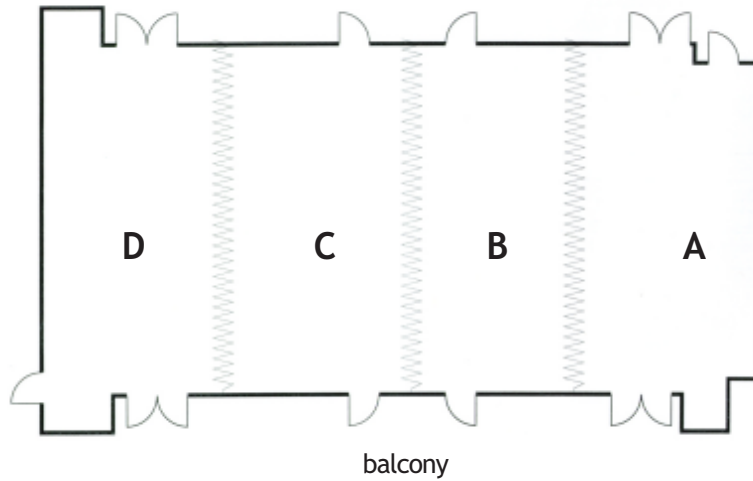
☞ Load In: From Cherry/Main St: 285' to center stage, 5'X8' elevator. From Loading Dock: 350' to center stage, Two 7' doors & 4' X 6' elevator. From Floyd Ave.: 400' to center stage, use either elevator.

The showplace of the Commons, the Commonwealth Ballroom is perfect for large events requiring complicated technical support and large crowds.



For complete Building Map see page 32.

Capital Ballroom



Configurations

Classroom (A - D) 100

Lecture 270

Lecture (separated) 50 maximum
per room

Reception 300

Banquet 125

Square Feet 2300

The Capital Ballroom is a multi-purpose space, with the ability to separate into two or four smaller rooms. In the largest configuration, the Capital Ballroom is ideal for receptions, and lectures. When separated into four equal sections (labeled A through D), each room becomes the perfect conference or meeting space.

Amenities and Equipment

• Connections for voice/data/video

• Projection screens in section A.

• Podium with built-in sound system for use in individual rooms.

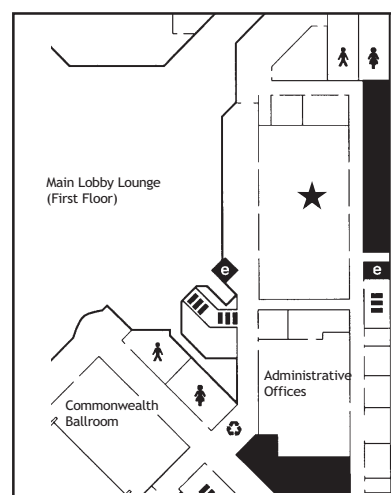
• Lighting systems: 3 dimmable circuits, 1 being dimmable fluorescent: 3 podium special dimmable circuits.

• 16mm film and video projection

• Loading: From loading dock: 80' to center of room, 4'X6" elevator. From Floyd Ave.: 200' to center of room & 4'X6" elevator.

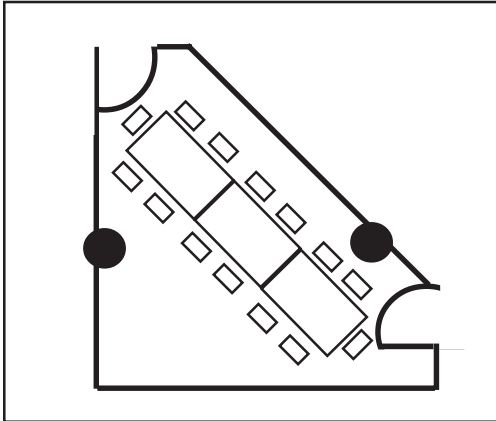
• Piano: Yamaha Baby Grand.

• Wall to wall carpet.



For complete Building Map see page 32.

Meeting Rooms



James River Room

Location: Second Floor, Room 208

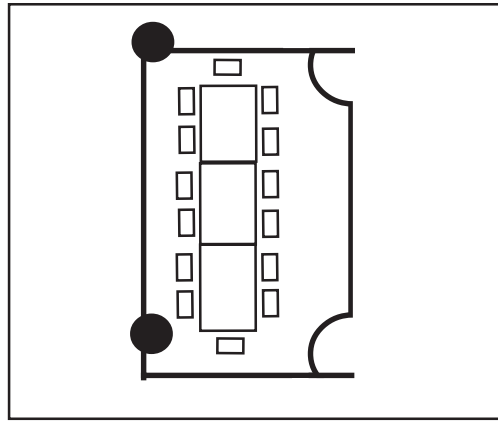
Capacity:

Conference 14

Theater 20

Sq. Ft. 325

- ✦ Connections for voice/data/video
- ✦ Wall mounted dry-erase and cork boards
- ✦ Conference table and chairs



Canal Room

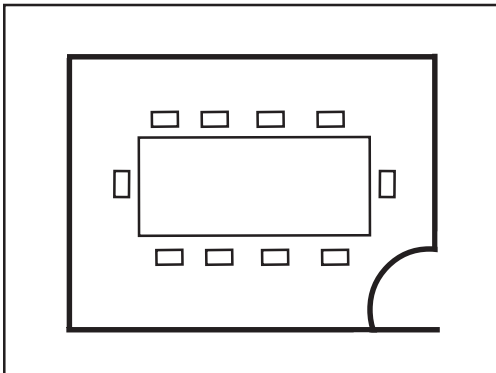
Location: Second Floor, Room 210

Capacity:

Conference 14

Sq. Ft. 265

- ✦ Connections for voice/data/video
- ✦ Wall mounted dry-erase and cork boards
- ✦ Conference table and chairs



Metro Room

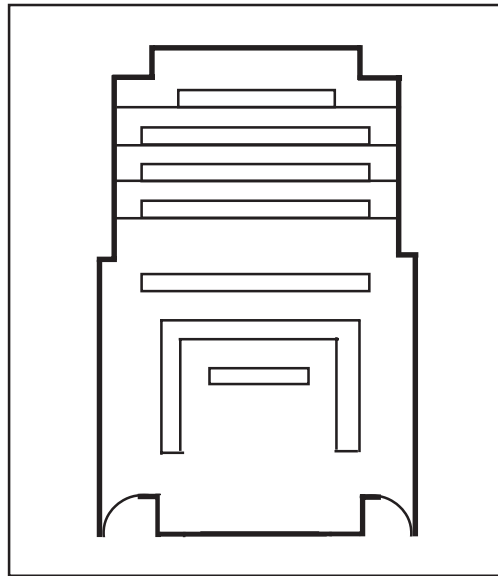
Location: First Floor, Room 143

Capacity:

Conference 10

Sq. Ft. 115

- ✦ Connections for voice/data/video
- ✦ Wall mounted dry-erase and cork boards
- ✦ Conference table and chairs



Forum Room

Location: First Floor, Room 142

Capacity:

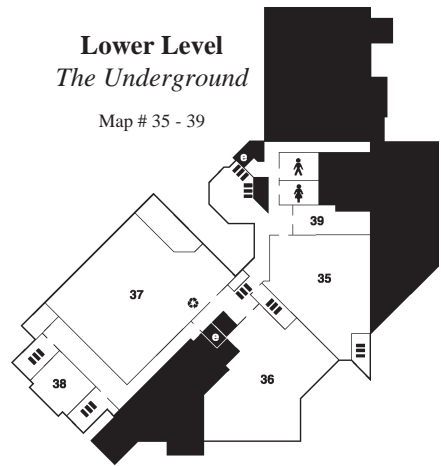
Lecture 75

Sq. Ft. 600

- ✦ Connections for voice/data/video
- ✦ Public-address sound system
- ✦ Projection screen
- ✦ Tiered desks and chairs

University Student Commons Building Map

| Rooms & Services | Rm# | Map# |
|---|---------|------|
| Administrative office, | 216 | 1 |
| Alumni Association Board Room..... | 138 | 25 |
| Automatic Teller Machines..... | | 29 |
| Break Point Games Room..... | 022 | 37 |
| Canal Room..... | 210 | 6 |
| Capital Ballroom (A/B/C/D)..... | 213 | 4 |
| Center for Multicultural Activities..... | 202 | 11 |
| Coin-Operated Storage Lockers..... | 141 | 30 |
| Commons Cafe / Ukrop's..... | 118 | 17 |
| Common Ground..... | 015 | 35 |
| Commons Plaza..... | | 27 |
| Commons Theatre..... | 102 | 23 |
| Commonwealth Ballroom (A/B)..... | 237 | 3 |
| Commuter Student Lounge/Services..... | 106 | 19 |
| Computer Lab..... | 016 | 39 |
| Corner Stop..... | | 40 |
| First Year Student Services..... | 116 | 18 |
| Forum Room..... | 142 | 24 |
| Housekeeping and Maintenance..... | 025/031 | 38 |
| Information Center..... | 146 | 14 |
| James River Room..... | 208 | 5 |
| Loading Dock..... | | 34 |
| Main Lobby Lounge..... | | 31 |
| McDonald's..... | 128 | 16 |
| Metro Room..... | 143 | 26 |
| North Lounge | 203 | 12 |
| Off-Campus Housing..... | 108 | 20 |
| Online@vcu..... | 135 | 15 |
| Plaza Lounge..... | 238 | 7 |
| Projection Booth..... | 201 | 13 |
| Reservation and Events office..... | 215 | 2 |
| Student Activities Center..... | 018 | 36 |
| Student Art Gallery..... | 145 | 28 |
| Student Manager's Office..... | 146 | 11 |
| Substance Abuse/Sexual Assault Programs Coordinator..... | 220/221 | 9 |
| U.S. Postal Service Vending Station..... | 115 | 33 |
| University Career Center..... | 130 | 22 |
| University Counseling Services..... | 225 | 8 |
| VCU Card Office..... | 129 D | 32 |



- Commons & Activities**
- Administrative Office**
828-6500
- Reservations and Events**
828-9502
- Commuter Services**
828-6492
- Information Center**
828-1981
- Student Activities Center**
828-3648

| Symbol Key | |
|------------|-------------------|
| | Restrooms |
| | Stairs |
| | Telephones |
| | Wheelchair Access |
| | Elevators |
| | Vending Machines |
| | Recycling Bins |
| | Food Service |

Directions to The Commons

.....

Arriving from the East by Interstate 64 West - coming from Virginia Beach, Williamsburg, etc.

1. Take Exit #190 for Fifth Street and Downtown/Coliseum.
2. Turn right at the eighth traffic light, onto Main Street.
3. Follow Main Street for 13 blocks to Cherry Street. The University Student Commons is on the corner of Cherry and Main Streets.

Arriving from the West by Interstate 64 East - coming from Charlottesville, etc.

1. Take Exit #186 towards the Powhite Parkway.
2. Take the exit for Hamilton and Broad streets.
3. Follow Hamilton Street to Monument Avenue (second left) and turn left.
4. Follow Monument Avenue east; its name will change to Franklin Street.
5. Follow Franklin Street to Harrison Street (turn right); drive two and a half blocks on Harrison Street.
6. Turn left onto Floyd Avenue.
7. Drive one block. The University Student Commons is on the corner of Floyd and Linden. The Commons traffic circle should be on the right.

Arriving from the North by Interstate 95 South - coming from Washington, Fredericksburg, Kings Dominion, etc.

1. Take Exit #79 to right towards Powhite Parkway (Route I-195). Bear left off the ramp onto I-195.
2. Take the exit for Hamilton and Broad Streets.
3. Follow Hamilton Street to Monument Avenue (second left) and turn left.
4. Follow Monument Avenue east; its name will change to Franklin Street.
5. Follow Franklin Street to Harrison Street (turn right); drive two and a half blocks on Harrison Street.
6. Turn left onto Floyd Avenue.
7. Drive one block. The University Student Commons is on the corner of Floyd and Linden. The Commons traffic circle should be on the right.

Arriving from the South by Interstate 95 North - coming from Petersburg, North Carolina, etc.

1. Take Exit #74A onto Downtown Expressway, I-195 (The exit ramp is actually on the James River Bridge).
2. Drive 1/2 mile, take exit for Belvidere Street (U.S. #1 & # 301).
3. Drive two blocks along Canal Street to Belvidere Street.
4. Cross Belvidere and go three blocks to Cherry St. Turn Right on to Cherry Street.
6. The University Student Commons is on the corner of Cherry and Main Streets.

Rooms & Outdoor Areas Request Form

Reservations & Events Office
907 Floyd Avenue, PO Box 842032
Richmond, Virginia 23284-2032
Phone: (804)828-9502, Fax: (804)828-6182

Today's Date: _____

SPONSOR INFORMATION

Organization or Department: _____

Requestor's Name: _____ E-Mail: _____

Address: _____ Zip: _____

Phone: (O) _____ (H) _____ Fax: _____

EVENT INFORMATION

Date(s) of Event: _____

Description of Event (MUST BE IN DETAIL): _____

Actual Time of Event: Start Time: _____ am/pm End Time: _____ am/pm

Additional Set Up Time: _____ Additional Clean Up Time: _____

Alternate Date/Times: _____

Estimated Attendance: _____ (Please be as specific as possible)

ROOM SETUP (The R&E Office will try to honor your request; however, due to time restrictions for setup, your room setup may be slightly different than requested)

- Conference (tables & chairs set up in a square)
- U-Shape (tables & chairs set up in a "U" shape)
- Classroom (tables and chairs facing the front)
- Lecture (rows of chairs only, facing forward)
- Banquet (rounds or squares of 8-12 per table)
- Other _____

EQUIPMENT (Only available for space reserved in the Commons)

- NONE
- Carousel slide projector
- Projection screen
- Microphone
- Standing podium
- Table top podium
- Registration table
- American/State flag
- VCR & TV monitor (needs approval)
- Flip chart (you must provide paper)
- Easel
- Dry Erase Board

Other: _____



SPONSOR INFORMATION

Will food be served? Yes No

If "YES" who will provide the food service for this event?

- University Dining Services
- Outside Caterer (name) _____
- Members of the organization or department
- Brown bag/Bring your own
- Other

What type of food will be provided?

- Coffee Service Break
- Breakfast Banquet
- Lunch Reception
- Dinner Other: _____

Guaranteed for _____ persons.

Served at _____ am/pm.

Will alcohol be served? Yes No

MISCELLANEOUS

Audience: (check all appropriate categories)

- VCU Students VCU Faculty VCU Staff
- VCU Alumni Prospective Students Community Youth
- Community Adults Academic/Professional Colleagues General Public

Admission fee or Registration fee required? Yes No

If "Yes", how much? \$ _____

Is this a fund-raiser? Yes No

Student Organizations: Is this event funded or partially-funded with Student Activity Fees? Yes No

Departments: Budget Code _____

Non-University: Pre-payment is required.

Will you need a Projectionist or AV Technician? Yes No

(An AV Tech may be required if using the Commons Theater projection booth, Commonwealth Ballroom or Common Ground)

All events are advertised and assumed to be open to the general public. Please indicate if attendance is to be restricted in any way, and if so, how: (Members Only, By Invitation Only, etc.)

ADDITIONAL INSTRUCTIONS

Please include specific room requests, location or setup needed, if necessary.

Sample Forms

Banner & Sandwich Board Request Form

.....

Reservations & Events Office
907 Floyd Avenue, PO Box 842032
Richmond, Virginia 23284-2032
Phone: (804)828-9502, Fax: (804)828-6182

Today's Date: _____

SPONSOR INFORMATION

Organization or Department: _____

Requestor's Name: _____ E-Mail: _____

Address: _____ Zip: _____

Phone: (O) _____ (H) _____ Fax: _____

BANNER/SANDWICH BOARD INFORMATION

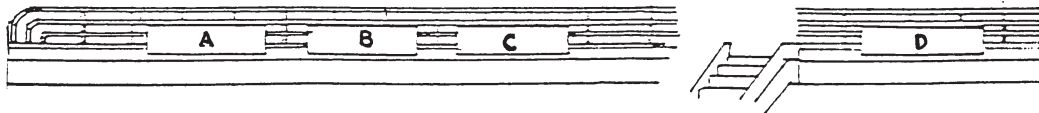
Date(s) requested: _____
(Banners and Sandwich Board spaces may be reserved for seven consecutive days)

Location requested: _____ Alternative Location: _____

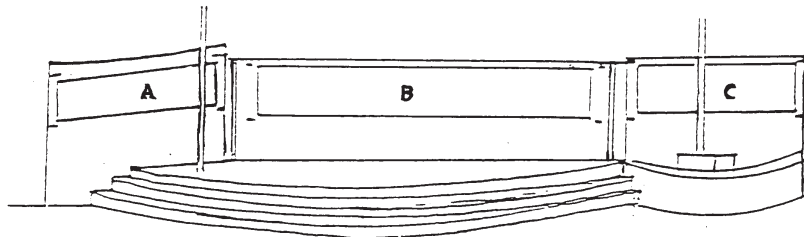
Message: _____

Size: *Banners may not be larger than 12'X3', except for Shafer Court Banner B. Sandwich Board signs must be at least 2' X 3'.*

Banner spaces available on the Academic campus:



University Student Commons



Shafer Court

Sample Forms

Info/Sales Table Request Form

Reservations & Events Office
907 Floyd Avenue, PO Box 842032
Richmond, Virginia 23284-2032
Phone: (804)828-9502, Fax: (804)828-6182

Today's Date: _____

SPONSOR INFORMATION

Origination or Department: _____

Requestor's Name: _____ E-Mail: _____

Address: _____ Zip: _____

Phone: (O) _____ (H) _____ Fax: _____

Name, address and phone number of VCU person who will be present and responsible during the event: _____

EVENT INFORMATION

Date(s) requested: _____

Type of table Space: _____ Location requested: _____
(Check one) (Give 1st and 2nd choices)

- Information
- Sales * (\$15.00/day)
- Service Solicitation (\$50.00/day)
- Commons Lobby
- Commons Sidewalk (Service Solicitation must be at this location)
- Shafer Court (Sponsor must provide table)
- Business Building Lobby (Sponsor must provide table)

Description of Event: _____

Actual Time of Event: Start Time: _____ am/pm End Time: _____ am/pm

Additional Set Up Time: _____ Additional Clean Up Time: _____

Alternate Date/Times: _____

SALES/CREDIT CARD VENDOR INFORMATION

Vendor Name: _____ Contact Person: _____

Address: _____ Zip: _____

Phone: _____ Fax: _____

Description of item to be sold: _____

Please list any demonstrations, mounting backdrops or give-a-ways: _____

* Fees for tables and copies of liability insurance must be given to the Reservations and Events Office at least three (3) working days prior to the first reservation date. In the event that tables are cancelled less than 24 hours before hand, a fee will be charged of \$7.50 per day for sales tables and \$25.00 per day for credit card tables. Credit card tables are only reservable for a 5-week period starting the third week of classes of each semester. No product may be sold that duplicated or is similar to those sold in the University Student Commons.

Sample Forms

Catering Services Agreement

Date of Event: _____ Location: _____

Sponsor: _____ Caterer : _____

Caterer's Name: _____

Address: _____ Zip: _____

Phone: (O) _____ Fax: _____

The Catering/warming facilities in the University Student Commons are leased in an exclusive agreement to ARAMARK Campus Dining Services. The facilities and equipment are not available to third-party catering suppliers; all third-party catering suppliers are required to be totally self-contained when servicing an event in the Commons.

The guidelines below are designed to minimize confusion for event sponsors, catering suppliers and facility management.

Planning

Any equipment, supplies, flowers, balloons, etc. that are to be delivered at a different time from when the room is reserved, must be coordinated with the Reservations and Events Manager. Prior arrangement of tables and chairs must be confirmed with the Reservations and Events Manager. Minor changes at the time of the event must be requested through the Commons staff. Major changes at the time of the event will involved an additional set-up fee.

Unloading/Loading

Because other vehicles use this area, the loading dock (Cherry Street) can only be used for un-loading and loading. Vehicles must be moved immediately. Food must be brought in through the service entrance only - not through the public entrances. Service entrance is located on the loading dock.

Setup

No kitchen facilities are accessible for third-party catering suppliers, therefore, no refrigerators, stoves, dishwashers, ice machines, sinks, etc. are available for use. Any equipment such as extension cords, coffee pots, microwaves, etc. are not provided by the University Student Commons. Carts, hand trucks or rolling racks must be provided by the caterer. Large trash cans for any food preparation must be provided by the catering supplier. Table skirts or decorations may not be stapled to tables or walls. Any adhesive tape used must be removed as part of cleanup. Damages to furniture and floors due to moving by caterer will result in extra charges. Furniture from other locations in the building may not be brought into the room without prior approval by the Reservations and Events Manager.

Cleanup

The caterer is responsible for disposing of all food debris and trash after the event in the dumpster on the loading dock. A cleanup fee will be charged to the sponsoring organization if this is not done. If a catering supplier delivers food and leaves, it is the responsibility of the sponsoring organization to cleanup the room and dispose of the trash. Ice, coffee and other liquids are not to be dumped in the rest rooms, planters, trashcans or outside of the building. All equipment, supplies, flowers, etc. must be removed from the building immediately following the event. Unclaimed items will be disposed of within 24 hours after the event.

As the representative for the sponsoring organization - I agree to abide by the guidelines listed above. I realize that failure to adhere to the guidelines will result in extra charges and may effect future reservation privileges.

Signature of Sponsoring Representative

Date

Glossary

Reservation - The confirmed or tentative contract of all information pertaining to an event in Commons & Activities managed facilities.

Event - An activity in a Commons & Activities managed facility that requires a Reservation.

Standard Event - A regularly scheduled event that occurs in Commons & Activities managed facilities that does not require additional equipment or labor beyond the standard set up. A Standard Event usually occurs in pre-set meeting rooms and classrooms and may include but is not limited to a meeting, forum, or seminar.

Complex Event - Any event that requires additional equipment and/or labor beyond the standard set-up AND is designed to serve a function other than a meeting. These usually occur in the larger event spaces such as the Ballrooms, Commons Theater, Common Ground or Commons Plaza. Some, but not all, of the criteria for determining a Complex Event include: performance contracts, non-standard audio-visual equipment, security, admission charges, catering and special room set-ups. Student Organizations sponsoring Complex Events may be required to meet with the Activities Coordinator. All other sponsors may be required to meet with the Reservation and Events Manager.

Campus Event - Any event that is open to and designed primarily for the benefit of the entire student community.

Daytime Event- An event that begins and ends prior to 4:00 pm Monday - Friday during Fall and Spring semesters.

Private Event - Any event which is only open to the sponsoring organization or individual and invited guests.

Promotional Space- Any reservable area for banners, sandwich boards, printed materials and information tables in Commons & Activities managed facilities.

Reservation Periods

Fall Semester - The period from the first day of Fall classes to the last day prior to the first day of Spring Classes.

Spring Semester - The period from the first day of Spring classes to the last day prior to the first day of Summer session.

Summer Session - The period from the first day of Summer classes to the last day prior to the first day of Fall Semester.

Classifications of Sponsors

Student Organization - VCU student organizations that are currently registered with the University. Student organizations must have at least one (1) student who has attended a Reservations Workshop to be eligible to reserve space. Only students who have attended the Reservations Workshops may submit requests or sign reservation contracts.

Departmental - Academic and Administrative Departments of the University.

University Sponsored Groups - Organizations or agencies which are not part of the University but that have been invited to campus by Academic or Administrative departments of the university.

University Affiliated Individual - Any currently registered student or currently employed faculty/staff member of the University.

Non-University - Organizations, agencies or individuals which are not part of the University.