



Living & Learning Center Guidelines

The purpose of this document is to set forth appropriate standards, priorities and guidelines for scheduling events in the Living and Learning Center. All events scheduled must be consistent with the mission of Virginia Union University. All events are subject to the approval of the President's Office or his/her appointed representative. The LLC consists of an Atrium, Conference Rooms 1, 2 and 3 and Seminar Rooms 1 and 2. The LLC may be requested by outside organizations and/or individuals, but our first priority is to support the VUU students, Faculty and staff. LLC Seminar Rooms 1 & 2 may be requested for events including 20 to 40 participants. LLC Conference Rooms 1, 2 & 3 may be requested for events including a minimum of 75 participants and a maximum of 700 participants.

Groups or individuals wishing to reserve space in the LLC must do so in writing. By completing the On-Campus Activity Request Form and submit to rclynn@vuu.edu. Once approved, a meeting will be held to determine all appropriate services needed to make the event successful. The Sales and Marketing Manager will coordinate entry and exit times, to include set-up and breakdown times, audio visual needs, table/chair needs, food/drink needs and security needs.

Atrium: Rental Fee \$600.00.

Lobby with registration desk, coat room and lounge seating. Capacity - 150 for casual reception.

Conference Rooms 1, 2, 3: Rental fee \$800.00 per conference room or \$2,100.00 for complete space, including the use of the Atrium. Room capacity, up to 800 for stand up functions, 600 for auditorium style seating, 480 for seating (10 guests per 6' round table) and 400 for classroom style seating. Fee includes the use of 6' round tables, banquet chairs, banquet tables, classroom style tables, cocktail tables and room set-up. The maximum capacity amount allows room for a small stage/podium, but does not include the additional cost of that equipment or staff.

Seminar Rooms 1, 2: Rental Fee \$250.00 per room. Capacity is 20 to 40 guests per room. Fee does include tables, chairs and use of mounted flat screen television.

Security Deposit: A security deposit equal to 30% of the rental may be

Rooms may be requested / scheduled for, but not limited to:

- Educational Seminars/Classes/ Training
- Conferences for Private and Public Sector (Business Attire required)
- Community Leadership Gatherings (to include Public Hearings/ Political Gatherings)
- Religious Institutional Gatherings (to include Ceremonies/ Anniversary Celebrations)
- Formal/ Semi-Formal Gatherings (to include Student Gatherings/Galas/ Fundraisers/Receptions/Concerts) Fundraisers are only for Virginia Union University.

VUU reserves the right to refuse any request that does not meet the standards or ethics of our educational institution. VUU will return any unused security deposit within 30 days of the completion of the rental. For a security deposit to be refunded, the LLC must be cleaned and left in the original condition when the contracted time is complete.

Before the Event:

- VUU must receive a completed application stating the complete name, address, email and phone number of the renter. The application must clearly state the date(s) required, time, purpose of the event, approximate number of attendants, equipment needed and food/drink intentions.
- Upon approval, an appropriate space will be assigned and a contract submitted for signature. (VUU is not obligated to hold/reserve any event space until a contract is signed and the renter has paid the required deposit. (Non-refundable deposit: 30%) Balance will be due 2 weeks prior to the event date.
- Catering: Thompson Hospitality is the approved on-site caterer. Renters must obtain VUU permission for outside catering. VUU reserves the sole and absolute discretion to approve or reject a caterer for any reason. All outside caterers must be approved by the Sales and Marketing Manager and not Thompson Hospitality.
- Certified Professional Planner: Renters are highly encouraged to have a certified professional planner for the day of events. The planner must remain present at all times during the event period. If an appropriate planner has not been obtained, VUU reserves the right to assign one and bill the renter for the service.
- Additional Staff: If VUU determines additional staffing is needed (security, audio visual staff, professional planner, kitchen manager), the renter will be informed of the need and the rental fee will be adjusted accordingly. If the renter does not wish to pay the additional fees, the contract may be terminated and the deposit will be refunded.
- ABC Permit /Requirements: Renter must obtain prior permission from VUU if alcohol is to be served at the event. (Permission may be limited to Wine and/or a signature cocktail. Shots are not allowed.) The ABC license must be obtained by the caterer. Renter, guests, caterer and servers must strictly comply with VA ABC laws.
- Event Space Change: VUU reserves the right to cancel a rental or shift the rental to another space, in the event of unforeseen circumstances outside of the control of VUU. The event rental fee will be adjusted accordingly. If the alternative space or fee is unacceptable to the renter, the renter may cancel the agreement and obtain a refund of the deposit.
- Contractors: Renter is responsible for ensuring each event contractor is aware of all VUU policies and procedures.

During the Rental:

- Renter's Guests: Only the renter and the renter's authorized guests may enter the property. This may include the caterer, servers, planner, florist, entertainment, invitees and guests.
- Event Purpose: Renter may only use the event space for the intended rental purpose.

- Furnishings: Renter may not move, reposition, or in any way alter the LLC furnishings.
- Event Décor: All décor is subject to approval by VUU.
- Damage: Renter assumes all responsibility for damages incurred during the rental which are caused by the event.
- Parking: Space will be provided within the front or back of the LLC.
- Smoking: Smoking is not permitted on the property of VUU.
- Weapons: Renters and renter's guests are prohibited from bringing any firearms or weapons of any kind onto the VUU property.
- VUU Staff: VUU is permitted to have staff members present for the duration of the event period for the purpose of event coordination, security and emergency reasons.
- Disorderly Conduct: Rowdy behavior and disorderly conduct will not be tolerated. VUU reserves the right to contact security or law enforcement to forcibly remove all violators.
- Wind Down/ End of Event: VUU asks that food and drink service stop 30 minutes prior to the end of the event. Music must stop 15 minutes prior to the end of the event.
- The End of the Event: Renter is responsible to assure all decorations, food, beverages and equipment are removed within the time stated in the contract.
- Hold Over Items: Prior approval must be obtained for items to be left at the LLC after an event has ended. VUU will not be responsible for lost or stolen items held over. Items not picked up/removed by the agreed upon time, will be disposed of.
- Trash: All trash must be removed from the property.

Security Deposit: VUU will return any unused security deposit within 30 days of the completion of the rental. For a security deposit to be refunded, the LLC must be cleaned and left in the original condition when the contracted time is complete.

Lodging and Meal Rates:

Rooms can include 2 per room occupancy in a 4 person suite, single room or 2 per 4 person suite.

- Single - \$35 per night
- 1 Per room (2 bedroom suite) \$30 per night
- 2 Per room (2 bedroom suite) \$20 per night

Meal rates will be determined based on the number of occupancy. It is mandatory if lodging is provided a meal plan must be selected.

Per request, meal rates will be provided by coordinator of the building. All housing requests will be submitted to Marketing & Sales Personnel.

OTHER INFORMATION:

- What will be provided in each room
- Access cards and keys
- Standard check-in and check-out

Dr. Claude G. Perkins Living Learning Center Rental

<u>Facility Room</u>	<u>Regular Rate</u>
Atrium	\$600.00
Conference Room 1	\$800.00
Conference Room 2	\$800.00
Conference Room 3	\$800.00
Conf. Rm 1-2/ 2-3	\$1,600.00
Conference Rm 1/2/3	\$2,100.00
Seminar Room 1 (Based on availability)	\$250.00
Seminar Room 2 (Based on availability)	\$250.00
Dance Floor	\$350.00

In addition to room rental, security is 4-hour minimum charge of \$28 per hour. Any internal event that is scheduled after normal business hours will be charged a \$75/hour fee for staffing.