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November 21, 2025

The Honorable Glenn A. Youngkin
Governor of Virginia
Post Office Box 1475
Richmond, Virginia 23218

The Honorable Ghazala Hashmi
Senate of Virginia
PO Box 396
Richmond, VA 23218

The Honorable Sam Rasoul
Virginia House of Delegates
P.O. Box 13842
Roanoke, VA 24037

Dear Governor Youngkin, Chairman Hashmi and Chairman Rasoul:

In accordance with §23.1-401.1(D) of the Code of Virginia, Virginia Tech provides this report regarding our compliance with §23.1-401., entitled “Constitutionally protected speech; policies, materials, and reports; report,” as detailed herein.

In particular, Virginia Tech has developed and published materials and policies detailing constitutionally protected speech under the First Amendment on our Speech on Campus website (<https://policies.vt.edu/speechoncampus>).

Virginia Tech students, faculty and staff, including those responsible for student discipline or education, are notified of these policy resources on an ongoing basis through various communication streams such as our Hokies on Track student orientation mobile app, distribution of a “Speech on Campus” brochure, University-wide news communication, and the above mentioned Speech on Campus webpage housed on the university policies website.

A copy of this report may also be found via the Speech on Campus website.

Sincerely,

Kim O'Rourke

Kim O'Rourke, Vice President for Policy and Governance

cc: Timothy D. Sands, President
Elizabeth G. Hooper, Associate Vice President of Government and Community Relations

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Virginia Polytechnic Institute and State University

Policy on Harassment, Discrimination, and Sexual Assault

No. 1025

Policy Effective Date:
3/4/1991

Last Revision Date:
11/3/2025

Policy Owner:
President Sands

Policy Author:
(Contact Person)
Kelly Oaks
Kim O'Rourke

Affected Parties:
Undergraduate
Graduate Faculty
Staff
Others

1.0 Purpose

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1.0 Purpose

The university is subject to Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, as amended, the Age Discrimination in Employment Act, the Equal Pay Act, the Vietnam Era Veterans' Readjustment Assistance Act of 1974, Genetic Information Nondiscrimination Act of 2008 (GINA), Virginia Executive Order(s), and all other federal and state rules and regulations that are applicable.

2.0 Policy

2.1 University Statement on Non-Discrimination

Virginia Tech does not discriminate against employees, students, or applicants on the basis of age, color, disability, sex (including pregnancy), gender, gender identity, gender expression, genetic information, ethnic or national origin, political affiliation, race, religion, sexual orientation, or military status, or otherwise discriminate against employees or applicants who inquire about, discuss, or disclose their compensation or the compensation of other employees or applicants, or on any other basis protected by law.

2.2 Applicability of Non-Discrimination Statement

The prohibition against discrimination and harassment applies to all levels and areas of university operations and programs, to undergraduate and graduate students, administrators, faculty, staff, volunteers, vendors and contractors. Such behavior is inconsistent with the university's commitment to excellence and to a community in which mutual respect is a core value as articulated in the Virginia Tech Principles of Community.

2.3 Reference to Policy on Title IX Sexual Harassment

Effective August 14, 2020, sexual misconduct that falls under Title IX Sexual Harassment, as defined by federal law, shall be governed by the university's Policy on Title IX Sexual Harassment and Responsible Employee Reporting (Policy No. 1026). If both this policy and Policy No.1026 apply, the procedures as outlined in Policy No. 1026 shall be utilized. For clarification on what sexual misconduct falls under Title IX Sexual Harassment, please see Policy No. 1026.

3.0 Scope

The university's jurisdiction includes on-campus incidents and off-campus incidents that cause continuing effects on campus and includes complaints filed by students or employees, or others on their behalf, alleging discrimination or discriminatory harassment (including sexual harassment and sexual violence) carried out by faculty, staff, other students, or third parties.



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Virginia Tech is also committed to the free and vigorous discussion of ideas and issues. This policy does not allow curtailment or censorship of constitutionally protected expression, nor does it attempt to address behaviors that do not constitute discrimination or harassment. Offensive behavior that does not violate this policy should be addressed by the appropriate supervisor or administrator.

3.1 Contact Information

Questions and complaints of discrimination or discriminatory harassment involving faculty, staff, or students should be filed with:

The Associate Vice President for Civil Rights Compliance and Prevention Education
Office for Civil Rights Compliance and Prevention Education
Virginia Tech
220 Gilbert Street, Suite 5200
Blacksburg VA 24060
Phone: (540) 231-2010
civilrights@vt.edu

4.0 Procedures

The procedures referenced below provide for prompt and equitable response to reports of prohibited conduct. The procedures also provide for thorough and impartial investigations that afford all parties notice and an opportunity to present witnesses and evidence and to view the information that will be used in determining whether a policy violation has occurred. The university applies the preponderance of the evidence standard when determining whether this policy has been violated. "Preponderance of the evidence" means that it is more likely than not that a policy violation occurred.

The appropriate university avenue for resolving a complaint covered under this policy is determined by the status of the person accused.

All **undergraduate, graduate, and professional students** at the university are subject to the university's student code of conduct as outlined in the Student Code of Conduct, accessible at <https://codeofconduct.vt.edu>.

Faculty members at the university are subject to the rules included in the Faculty Handbook, accessible at https://www.provost.vt.edu/faculty_affairs/faculty_handbook.html. Staff members are subject to the rules included in university policies (<https://www.hr.vt.edu/resources/current-employees/policies-handbooks.html>) and the Virginia Department of Human Resource Management Policies (<http://www.dhrm.virginia.gov/hrpolicy/policy.html#probper>), with minor exceptions for University Staff.

Procedures for addressing staff and faculty violations of this policy are available from Human Resources.

4.1 Responsibilities of Administrators and Supervisors

University administrators, supervisors, and those performing instructional or academic advising duties have a responsibility to create and maintain a work and learning environment free of discrimination/harassment.

If an administrator, supervisor or individual with instructional responsibility becomes aware of an incident that might reasonably be construed as constituting discrimination/harassment, he or she must promptly contact the Office for Civil Rights Compliance and Prevention Education and coordinate with that office to take immediate steps to address the matter.



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Administrators, supervisors and those with instructional responsibility should contact the Office for Civil Rights Compliance and Prevention Education whenever they learn—either directly or indirectly—about discrimination/harassment. This obligation exists even if the complainant requests that no action be taken.

Administrators, supervisors and those with instructional responsibility (for their respective teaching obligation) have the legal responsibility to protect a complainant from continued discrimination, harassment or retaliation, including implementing interim measures necessary to protect the complainant. They must also protect persons accused of discrimination/harassment from potential damage by false allegations. Administrators and supervisors will be held accountable for dealing with and taking necessary steps to prevent discrimination/harassment. It is not the responsibility of the complainant to correct the situation.

Employees are responsible for informing employees and students under their supervision of this policy and the name and contact information of the person responsible for addressing discrimination complaints covered under this policy.

4.2 Supplemental/Alternative Avenues for Formal Complaints

In addition to, or in lieu of, the procedures set forth above, individuals may pursue those remedies that are available to them, as appropriate, through the following agencies:

Students and applicants for admission may file formal complaints with the Office for Civil Rights of the U.S. Department of Education.

Faculty members or applicants for employment may file a charge with the federal Equal Employment Opportunity Commission and/or the Virginia Council on Human Rights within 300 days of the incident.

The following options are available to **staff members or applicants for employment**:

- a) Non-probationary staff may file a grievance within 30 calendar days of the offense as outlined in the Grievance Procedure for State Employees, or
- b) Salaried and wage staff may file a complaint using the Discrimination Complaint Procedure administered by the Office of Equal Employment Services in the state's Department of Human Resource Management.
- c) Salaried and wage staff may file a complaint with the federal Equal Employment Opportunity Commission or the Virginia Council on Human Rights within 300 days of the alleged discrimination/harassment.

Additional information regarding this policy may be obtained from the Department of Human Resources.

Additional assistance and support may be obtained from the Women's Center, the Office of the Provost (faculty), the Department of Human Resources (staff and AP faculty), the Graduate School (graduate students), the Dean of Students Office, Cook Counseling Center, or Student Conduct (students).

We encourage victims of sexual violence, including rape, sexual assault, stalking, and dating and domestic violence, to exercise their right to file a complaint with the Virginia Tech Police Department if the crime occurs on Virginia Tech's property, regardless of the status of the victim. For crimes occurring away from Virginia Tech's property, victims may contact the local law enforcement in the appropriate jurisdiction.

5.0 Definitions

Consent means knowing, voluntary, and clear permission by word or action, to engage in mutually agreed upon sexual activity. The existence of consent is based on the totality of circumstances, including the context in which the alleged consent occurred. Silence does not necessarily constitute consent and coercion, force, or threat of either party invalidates consent.



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- Consent cannot be given where a person is incapacitated due to drugs or alcohol; or where a person has a disability; or is not of legal age to consent as defined by law.
- Consent to any one form of sexual activity cannot automatically imply consent to any other forms of sexual activity. Consent can be withdrawn at any time.
- Previous relationships or prior consent cannot imply consent to future sexual acts.

Discrimination and/or Harassment means conduct that conditions any element of a person's employment, enrollment as a student, receipt of student financial aid, or participation in university activities on that person's age, color, disability, sex (including pregnancy), gender, gender identity, gender expression, genetic information, ethnic or national origin, political affiliation, race, religion, sexual orientation, or military status, unless otherwise permitted or required by applicable law. Virginia Tech does not otherwise discriminate against employees or applicants who inquire about, discuss, or disclose their compensation or the compensation of other employees or applicants nor on any other basis protected by law. Discrimination on the basis of sex in education programs and activities receiving federal financial funding as set forth in Title IX of the Education Amendments of 1972, as amended, is included in this definition of prohibited discrimination;

Conduct of any type (oral, written, graphic, electronic or physical) that is based upon a person's age, color, disability, sex (including pregnancy), gender, gender identity, gender expression, ethnic or national origin, political affiliation, race, religion, sexual orientation, or military status and unreasonably interferes with the person's work or academic performance or participation in university activities, or creates a working or learning environment that a reasonable person would find hostile, threatening or intimidating; **and/or**

Conduct consisting of unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when submission to such conduct is made, explicitly or implicitly, a term or condition of an individual's employment or education, or submission to or rejection of such conduct is used as a basis for employment or educational decisions affecting an individual.

Retaliation means any adverse action taken against a person for making a good faith report of conduct prohibited under this policy or participating in any proceeding under this policy. Retaliation includes threatening, intimidating, harassing, coercing or any other conduct that would discourage a reasonable person from engaging in activity protected under this policy. The definition of retaliation does not preclude an individual from engaging in good faith actions, lawfully pursued, in response to a report of conduct prohibited under this policy.

Sexual Harassment means conduct any type (oral, written, graphic, electronic or physical) that is based upon a person's sex (including pregnancy), and unreasonably interferes with the person's work or academic performance or limits participation in university activities, or creates a working or learning environment that a reasonable person would find hostile, threatening or intimidating.

Sexual Harassment includes conduct of a sexual nature, including conduct consisting of unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when submission to such conduct is made, explicitly or implicitly, a term or condition of an individual's employment or education, or submission to or rejection of such conduct is used as a basis for employment or educational decisions affecting an individual. This policy includes sexual violence, gender-based harassment, domestic violence, dating violence and stalking as forms of sexual harassment.

Sexual Exploitation means an act or acts committed through non-consensual abuse or exploitation of another person's sexuality for the purpose of sexual gratification, financial gain, personal benefit or advantage, or any other non-legitimate purpose. The act or acts of sexual exploitation are prohibited even though the behavior does not constitute one of the other sexual misconduct offenses.



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Sexual Violence means physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent due to the victim's use of drugs or alcohol or is unable to give consent due to an intellectual or other disability. Sexual violence includes rape, sexual assault, sexual battery, and sexual coercion.

- **Rape** means penetration, no matter how slight, of the vagina or anus of a person with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.
- **Fondling** means the intentional touching of the clothed or unclothed body parts without consent of the victim for the purpose of sexual degradation, sexual gratification, or sexual humiliation. The forced touching by the victim of the actor's clothed or unclothed body parts, without consent of the victim, for the purpose of sexual degradation, sexual gratification, or sexual humiliation.
- **Incest** means sexual intercourse between persons who are related to each other within degrees wherein marriage is prohibited by law.
- **Statutory Rape** means sexual intercourse with a person who is under the statutory age of consent.
- **Sexual Assault** means actual or attempted sexual contact with another person without that person's consent.
- **Sexual Coercion** means using physical or verbal aggression or pressure to force or attempt to force a person to touch another person's intimate parts without that person's consent.

Dating violence means violence committed by a person: (a) who is or has been in a social relationship of a romantic or intimate nature with the victim; and (b) where the existence of such a relationship shall be determined based on a consideration of the following factors: (1) the length of the relationship; (2) the type of relationship; and (3) the frequency of interaction between the persons involved in the relationship.

Domestic Violence means felony or misdemeanor crimes of violence committed by: (a) a current or former spouse or intimate partner of the victim; (b) a person with whom the victim shares a child in common; (c) a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner; (d) a person similarly situated to a spouse of the victim under the domestic or family violence laws of Virginia; or any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of Virginia.

Stalking means engaging in a course of conduct directed at a specific person that would cause a reasonable person to: (a) fear for the person's individual safety or the safety of others; or (b) suffer substantial emotional distress.

6.0 References

Presidential Policy Memorandum No. 112, University Non-Discrimination Statement

<https://policies.vt.edu/assets/112-non-discrimination-statement.pdf>

University Policy 1026, Policy on Title IX Sexual Harassment and Responsible Employee Reporting

<http://www.policies.vt.edu/1026.pdf>

University Policy 4075, Policy for University Accommodation of Persons with Disabilities

<http://www.policies.vt.edu/4075.pdf>

Virginia Department of Human Resources Management, Policy 1.60 Standards of Conduct

https://www.dhrm.virginia.gov/docs/default-source/hrpolicy/pol1-60--standards-of-conduct-eff-1-1-2025.pdf?sfvrsn=7c0d724e_0

Virginia Department of Human Resource Management, Policy 2.05, Equal Employment Opportunity

https://www.dhrm.virginia.gov/docs/default-source/hrpolicy/pol2_05eeo.pdf?sfvrsn=4fd0b75_6

Virginia Department of Human Resource Management, Policy 2.35 Civility in the Workplace

<https://www.dhrm.virginia.gov/docs/default-source/hrpolicy/policy-2-35-civility-in-the-workplace-policy.pdf>



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Virginia Department of Human Resource Management - Employment Dispute Resolution - Grievance Procedure Manual

<http://www.dhrm.virginia.gov/employmentdisputeresolution>, <http://www.dhrm.virginia.gov/docs/default-source/edrdocuments/GPM-2017.pdf?sfvrsn=8>

Virginia Tech, Expectations for Graduate Education

<https://graduateschool.vt.edu/academics/expectations.html>

Virginia Tech, Faculty Handbook

https://www.provost.vt.edu/faculty_affairs/faculty_handbook.html

Virginia Tech, Student Code of Conduct

<https://codeofconduct.vt.edu/>

Virginia Tech, Principles of Community

7.0 Approval and Revisions

- Revision 1
Revised by Commission on Faculty Affairs, December 17, 1990, the Faculty Senate, January 8, 1991, and the EO/AA Committee on January 8, 1991, with further revisions, February 12, 1991.
Note: Policy 1025 initially was titled Sexual Harassment Policy and addressed only that issue. The title and scope of Policy 1025 were not expanded until Revision 3 in 2005.
Approved March 4, 1991 by University Council.
- Revision 2
Revised by the EO/AA Committee, March 29, 1994; approved by Commission on Faculty Affairs, May 13, 1994. The title of Policy 1025 remained Sexual Harassment Policy and dealt only with that topic.
Approved October 3, 1994, by University Council.
- Revision 3
Revised by the Commission on Equal Opportunity and Diversity, March 28, 2005. Approved by University Council, May 2, 2005.
With this revision, the scope of the policy was expanded, and the title of Policy 1025 was changed to the Anti-Discrimination and Harassment Prevention Policy to reflect this expansion.
For the first time, the university's official Non-Discrimination Statement stated in Presidential Policy Memorandum 112 was repeated in Policy 1025 under Section 1.0 Purpose. Presidential Policy Memorandum 112 remains the university's official Non-Discrimination Statement.
Approved by the Board of Visitors, August 29, 2005.
- Revision 4
Revised by the Commission on Equal Opportunity and Diversity, March 29, 2010. Approved by University Council, April 19, 2010.
Approved by the Board of Visitors, June 7, 2010.
- Revision 5
Section 4 – "faculty member" replaced with "individual with instructional responsibility." Approved March 16, 2011 by Charles W. Steger, University President.



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- Revision 6

April 24, 2013: Technical updates to:

- reflect regulations, particularly those that add genetic information to the list of protected statuses;
- clarify oversight responsibilities for sexual harassment complaints involving any student who is not acting in the capacity of an employee, volunteer, or contractor;
- clarify that non-probationary employees have 30 “calendar” days to file a grievance; and
- update references and hyperlinks.

Approved June 3, 2013, by Charles W. Steger, University President, and the Board of Visitors.

- Revision 7

Revised to include the addition of terms “gender identity” and “gender expression” in sections 1, Purpose, first paragraph, and 2.1 Prohibited Acts, first and second paragraphs.

Approved September 15, 2014 by University President, Timothy D. Sands, and the Board of Visitors.

- Revision 8

Revised to include definitions approved by the Board of Visitors on June 1, 2015, and add contact information for the Title IX Coordinator, and language encouraging victims to file a complaint with the appropriate law enforcement agency.

Approved June 1, 2015 by University President, Timothy D. Sands, and the Board of Visitors.

- Revision 9

Revised section 2.1 to include the sentence, “Virginia Tech does not otherwise discriminate against employees or applicants who inquire about, discuss, or disclose their compensation or the compensation of other employees or applicants nor on any other basis protected by law.” This is added to comply with Federal Executive Order 13665, issued by President Obama. Approved November 9, 2015 by University President, Timothy D. Sands, and the Board of Visitors.

- Revision 10

Significant reorganization of information and to update Procedures section to reflect status of the individual(s) involved in the complaint/potential complaint. Policy name was also changed.

Approved June 30, 2016 by University President, Timothy D. Sands.

- Revision 11

- Revised section 2.1 to add “sex” to the non-discrimination statement, in accordance with Governor Northam’s Executive Order Number One.
- Revised section 3.1 to have all questions and complaints filed with The Assistant Vice President for Equity and Accessibility, who can further redirect the filing, if appropriate.

Approved February 12, 2018 by University President, Timothy D. Sands.

- Revision 12

Revised section 4.2 to include the University Ombuds Office (new office) and Graduate School Office of the Ombudsperson as confidential resources.

Approved October 8, 2019, by University President, Timothy D. Sands.

- Revision 13

Revisions throughout document to reflect new Title IX regulations promulgated by the United States Department of Education, effective August 14, 2020, which also resulted in the creation of a new University Policy on Title IX Sexual Harassment and Responsible Employee Reporting (No. 1026). Revision effective August 14, 2020.

Approved August 13, 2020, by the Executive Committee of the Board of Visitors.



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- **Revision 14**
Revisions throughout document to reflect expansion of “veteran” status to “military” status as defined in Code of Virginia §2.2-2901.1.
Approved August 31, 2021, by the Virginia Tech Board of Visitors.
- **Revision 15**
Revision in Section 2.1 resulting from legislation (SB7/HB18) passed to expand “national origin” to include “ethnic or national origin” as defined in Code of Virginia §2.2-2901.1, 2.2-3904, and 2.2-3905, effective July 1, 2024.
Approved July 1, 2024, by University President, Timothy D. Sands.
- **Revision 16**
Technical revision to update organization and position titles in Section 3.1.
Approved February 26, 2025 by Vice President for Policy and Governance, Kim O’Rourke.
- **Revision 17**
Technical revision to remove Section 1.0 reference to Federal Executive Order 11246, which was rescinded in January 2025.
Approved March 12, 2025 by Associate Vice President for Civil Rights Compliance and Prevention Education, Kelly Oaks.
- **Revision 18**
Technical revision to update the definition of fondling in conformity with the FBI National Incident-Based Reporting System.
Approved November 3, 2025 by Associate Vice President for Civil Rights Compliance and Prevention Education, Kelly Oaks.



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University Real Property (Building, Grounds, Infrastructure) Usage and Events

No. 5000

Policy Effective Date:
7/26/1990

Last Revision Date:
8/14/2024

Policy Owner:
Amy Sebring

Policy Author: *(Contact Person)*
Brennan Shepard

Affected Parties:
Undergraduate
Graduate
Faculty
Staff
Other

1.0 Purpose

2.0 Policy

3.0 Procedures

4.0 Definitions

5.0 References

6.0 Approval and Revisions

1.0 Purpose

This policy was developed to support the effective utilization of all Virginia Polytechnic Institute and State University (“Virginia Tech”) Real Property. This policy applies to all University Real Property including facilities, infrastructure, grounds and public spaces owned or leased by the university, ensuring that all are used in a manner consistent with their intended purpose. Included within this policy are the rules and regulations for the approval and use of university Real Property, as well as the rules and regulations that govern activities sponsored by officially listed student organizations, university departments, university-affiliated organizations and non-university groups or organizations (see [University Policy 8010, Classification of Student Organizations](#) for more information).

2.0 Policy

By statute, the Virginia Tech Board of Visitors (BOV) is charged with the care, preservation, and improvement of university Real Property. The BOV delegates the responsibility for the management of Real Property to the president. The president delegates the acquisition, allocation, disposal, and general administration of Real Property to the Executive Vice President and Chief Operating Officer.

The Executive Vice President and Chief Operating Officer is responsible for establishing governance structures, procedures, and operations for the effective administration of Real Property.

Priority of use must be given to those activities related to the mission of the university. The Real Property must be used in a safe, professional manner so as not to endanger the university community or the general public. The university may restrict access to university Real Property to protect individuals, property and equipment. Events taking place on or in university Real Property must be registered and comply with this policy.

The Real Property of the university is intended for the use of its students, faculty, staff, and invited guests participating in university-approved events, programs, or activities, sponsored by or under the direction of the university or one of its related agencies or approved organizations. Use of university Real Property by the public is restricted to those activities in which the public interest is readily and safely accommodated and that do not conflict with university program needs and schedules.

Within the Principles of Community, Virginia Tech affirms the right of each person to express thoughts and opinions freely, and encourages open expression within a climate of civility, sensitivity, and mutual respect. Virginia Tech has established reasonable [Time, Place, and Manner guidelines](#) regarding the use of its university Real Property and resources so that individuals and groups exercising their legitimate rights do not infringe on the rights of others or disrupt the educational process or other business operations of the university.



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Disrupting or obstructing the normal living and work environments of other members of the university community or the functions or activities of the university, including activities conducted on the university's property with its permission, is prohibited and may result in disciplinary action or constitute trespassing under Virginia state law.

Any person on or in university Real Property who engages in unlawful behavior or violates university policy, standards or guidelines may be asked by a university official authorized to act as an agent of the university to leave the property. Failure to comply with such requests may constitute trespassing under Virginia state law and may lead to disciplinary action and/or arrest. The university is not obligated to tolerate events that interfere with any lawful mission, process, or function of the institution. Request for approval of events may be denied if they pose a clear and present danger to university students, employees and facility users.

The Executive Vice President and Chief Operating Officer has the responsibility to approve exceptions to this Policy as well as associated standards, guidelines, and procedures.

2.1 General Rules for Events and Use of University Real Property

The following are rules for the use of university Real Property and any event held on campus. The university reserves the right to deny the activity or event if the requirements of this section are not met within the specified timeframe(s). Non-registered events taking place on or in university Real Property may be considered a violation of the policy and may be subject to disciplinary action.

The university makes its classroom, housing, athletic fields, dining and other Real Property available, particularly during the summer months, to internal and external groups interested in holding camps, conferences, and workshops on the Virginia Tech campus. Camps, conferences and workshops held at Virginia Tech, *other than the Inn at Virginia Tech*, should be for education, training, or other purposes consistent with the mission of the university.

In accordance with [University Policy 6362, Policy Continuing and Professional Education](#), academic colleges, centers, and administrative units designing and delivering continuing and professional education activities, both on and off campus, under the auspices of the Virginia Tech brand must work through Continuing and Professional Education.

Residential camps, conferences or workshops are governed by the provisions of [University Policy 5010, Residential Camps, Conferences and Workshops](#).

It is the policy of Virginia Tech to make its programs and services accessible to every qualified person without discrimination on the basis of disability. For more information on accessibility, refer to the university's accessibility portal: <https://www.vt.edu/accessibility.html>.

2.1.1 Safety, Security and Health

1. Virginia Tech sponsors or hosts numerous programs, events, and activities, and allows its Real Property to be used for programs, events, and activities. In accordance with [University Policy 5615, University Safety and Security](#), the event planners (university scheduling office and university sponsor) are responsible for coordinating with the appropriate university offices (e.g., Virginia Tech Police Department, Emergency Management, Risk Management & Insurance) to ensure that appropriate arrangements are made for event security, emergency planning, and liability. The university departments listed below may establish and enforce deadlines by which the event planners must inform their offices and/or comply with certain requirements in order for the event(s) to be approved.



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- a. The Virginia Tech Police Department (VTPD) is responsible for determining the appropriate security for events.
 - i. The department maintains a website (<http://police.vt.edu/vtpd-services/event-security.html>) that describes the types of events/activities that may require security and lists appropriate timelines for planning security services. University sponsors are expected to be sensitive to the need for security in unusual circumstances and should consult with the VTPD about security needs if the nature of the event suggests a possible need for security.
 - ii. Should it be determined that security is required for the event, the VTPD will provide or arrange for appropriate security. Utilization of security agencies outside of the VTPD is prohibited without the written authorization of the Chief of Police and Director of Security or designee. The VTPD reserves the right to establish and manage competitively awarded contract(s) for security services, and to require that event sponsors use an approved, contracted company for security services.
 - iii. Any additional costs for security must be paid by the organization sponsoring the event and must be paid prior to the event.
 - iv. Any exceptions to these standards must be approved by the Chief of Police and Director of Security or designee.
 - b. A university scheduling office is responsible for notifying Emergency Management of events occurring in Real Property under their management. Should it be determined that additional emergency management preparedness is required, Emergency Management will notify the university sponsor. Emergency Management will assist the event sponsor in developing event preparedness plans as necessary. Event sponsors shall not proceed with an event prior to complying fully with all Emergency Management requirements.
 - c. Trained Crowd Managers must be provided for any event where more than 1,000 persons congregate. Additional information is available through [Environmental Health and Safety](#) (EHS).
 - d. The Office of Risk Management & Insurance provides guidance related to university insurance requirements, planning, and documentation, as well as assistance with certificates of insurance for events. Additional information may be obtained at <https://risk.controller.vt.edu/vi/generalliability.html>. All university sponsors are required to provide a Certificate of Insurance verifying appropriate coverage for their program or in the absence of insurance a signed indemnification statement clearly stipulating the responsibility of the sponsoring entity in the event of damage to Real Property or person as a result.
 - e. Individuals must comply with applicable laws and regulations regarding the wearing of masks. When asked by a university official authorized to act as an agent of the university, individuals must present a legally sufficient form of personal identification. ([Virginia Code § 18.2-422](#))
2. Special permitting requirements:
- a. Temporary Facilities, Tents and Stages must be constructed and managed in accordance with [University Policy 5406, Requirements for Temporary Facilities/Tents/Stages/Amusement Devices](#). An application (<http://facilities.vt.edu/permits-inspections/building-code-compliance/forms.html>) must be submitted to the University Building Official.
 - b. Amusement devices, generators, and outdoor lighting equipment may require special permitting and/or inspection from the University Building Official.
 - c. An open burn permit is required for outdoor fires on Virginia Tech property, including campfires,



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- bonfires, fire bowls, other recreational type fires, and Prescribed Burns. An application must be submitted to [Environmental Health and Safety \(EHS\)](#).
- d. A permit is required for Flame Effects (e.g., Fireworks) inside state-owned buildings and outdoors on state-owned property before a proximate audience. An application must be submitted to the State Fire Marshal's Office and a copy must be provided to EHS. See <https://www.vafire.com/state-fire-marshals-office/permits/fireworks-and-flame-effects/>.
 - e. A Special Effects Permit must be filed in advance of any event where smoke, haze or fog machines will be used, or gunpowder is to be used (as with stage firearms). See <https://ehs.vt.edu/>. If a fire watch is required by EHS or if portions of the building fire alarm system must be impaired, any associated costs are the responsibility of the event sponsor.
3. Any department listed above may deny approval of an event or of a specific activity during an event if the university sponsor cannot meet the requirements set forth in the department's procedures.
 4. Users of the Real Property must comply with all applicable health and safety regulations.
 5. Special policies apply to any event on campus involving non-student participants under the age of 18 ("minors"). See [University Policy 4815, Minors on Campus or Participating in University-Related Programs](#) for further information.
 6. The possession and use of alcoholic beverages is regulated by [University Policy 1015, Alcohol Policy](#).
 7. Smoking at events is governed by [University Policy 1010, Policy on Smoking](#).
 8. It is not the university's practice to make a centralized decision about cancellation of events *on weekends or holidays when there are no classes and administrative offices are closed*. If inclement weather, a natural disaster, or safety/security concerns occur on weekends or holidays, each event sponsor has the responsibility for canceling or delaying the event and communicating same to the respective constituency. Additionally, under these circumstances, university scheduling offices reserve the right to cancel or delay events in Real Property under their management.
 9. No person may obstruct, disrupt, or attempt by physical force, or otherwise, to cancel or discontinue speech by any speaker, or the observation of speech by any person intending to see or hear a speaker.

2.1.2 Amplification

1. Amplification is not allowed in and around [academic buildings](#) and [campus public spaces](#) between 8 a.m. and 5 p.m. Monday through Friday. Amplification in and around [academic buildings](#) and in [campus public spaces](#) may only be used between 5 p.m. and 10:00 p.m. Monday through Friday, between 10 a.m. and 10 p.m. Saturday, and between noon and 10:00 p.m. Sunday.
2. Amplification in or around [residence halls](#) is not permitted during the weekdays or Sunday. Events utilizing amplification in and around [residence halls](#) shall normally be restricted to 11 a.m. to 10 p.m. on Saturdays and from 5 p.m. to 10 p.m. on Fridays.
3. Additional permissions or restrictions for amplification may be determined by the approving office for specified locations based on other activities occurring at the same time in or near the event for which amplification has been requested.

2.1.3 Sales, Solicitation, Fund-Raising and Advertising Activities

1. All sales (i.e., food, T-shirts, posters, etc.) must be sponsored by a university organization and are regulated by [University Policy 5215, Sales, Solicitation and Advertising on Campus](#).
2. Notice of university events may be posted in accordance with [University Policy 5215, Sales, Solicitation, and Advertising on Campus](#).



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2.1.4 Vehicles and Aviation

1. Vehicles must remain on roadways and park only where legally permitted. Emergency vehicles and some service vehicles are exempt from this provision as necessary for the performance of the driver's job/volunteer duties.
2. Special activities involving vehicles (such as vehicular shows/displays) on plazas, sidewalks, and walkways must be situated such as not to impede or block the normal flow of traffic.
3. Refer to the annually revised *Parking and Traffic Regulations*, as well as [University Policies 5005, Bicycle and Personal Transportation Devices](#) and [5501, Electric/Gas Utility-type Vehicles](#), for additional requirements related to transportation equipment.
4. All aircraft, including helicopters and hot air balloons, must use the Virginia Tech Montgomery Executive Airport for landing and take-off; no campus sites are approved for this purpose. In the event of an emergency, VTPD, Virginia State Police, and other first response/rescue aircraft are exempt from this provision.
5. Any operation or use of unmanned aircraft systems (drones) must be in compliance with university policy 5820. (<https://policies.vt.edu/assets/5820.pdf>)

2.1.5 Animals

1. Animals are not permitted in university buildings except for:
 - a. teaching;
 - b. research;
 - c. medical evaluation/treatment at the Veterinary Teaching Hospital;
 - d. service animals in public locations and previously approved non-public areas;
 - e. assistance/support animals in previously approved instances;
 - f. Corps of Cadets live animal mascot program ("Growley"), subject to appropriate approvals from the Commandant and Housing and Residence Life; and
 - g. animals residing with Residential Learning Coordinators and/or Faculty Principals in their private residences in campus residence halls, subject to appropriate approvals and guidelines published by Housing and Residence Life.
2. Service and assistance/support animals must be attended by and under the control of the owner in public spaces.
3. The Services for Students with Disabilities Office can assist **students** with a determination on the presence of service animals in non-public areas and the presence of assistance/support animals in on-campus housing (see [Virginia Tech Guidelines on Service Animals and Assistance/Support Animals](#)).
4. University ADA Services can assist **university employees** with disabilities with a determination on the presence of service animals and assistance/support animals on campus in non-public areas.
5. Any exceptions to the restrictions on non-service and non-assistance/support animals in campus buildings must be approved by the Dean(s) or Vice President(s) responsible for the department(s) housed in the proposed event location.

2.1.6 General Provisions

1. Scheduling offices may enact specific procedures and timeframes for arranging support services necessary to accommodate specific activities. University sponsors should check with the scheduling offices as far in advance as possible to ensure they follow appropriate procedures and allow enough time to complete necessary requirements.



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2. Events on or in university Real Property must not be continuous or repetitive in nature. Any event taking place in a public or common space is limited to three consecutive days to allow other organizations to have at least two consecutive days in the same week and no event is permitted to extend overnight. An event registration may be denied by a university scheduling office if the duration of the event is deemed excessive in nature or exceeds a reasonable duration.
3. All waste materials (trash, recycling, debris, etc.), personal effects, and equipment associated with an event must be removed at the conclusion of an event. Sponsoring organizations will be charged actual costs of repair and restoration caused by events or activities. Events must not create unsanitary conditions.
4. In accordance with the Code of Virginia, the release of more than 50 balloons within a one-hour period is prohibited. The provisions do not apply to balloons released for scientific or meteorological purposes.
5. Camping on university Real Property is prohibited.
6. Overnight utilization of university Real Property by groups or individuals for an event will not be permitted. This does not include the use of university Real Property that has been wholly or partially designated as a sleeping area such as a residence hall.
7. The use of canopy tents (those without walls) is allowed for all scheduled events as long as they comply with Policy 5406. The use of all tents with walls, regardless of size, must be registered and approved in advance by the appropriate university scheduling office and comply with Policy 5406, if applicable. Canopy tents must comply with requirements to avoid disrupting or obstructing university functions, including impeding traffic, blocking ingress/egress, creating unsanitary conditions, amplified sound, or other specified disruptive activity. The event organizer(s) must comply with directions from a university official.
8. Use of specific site locations, such as the Drillfield, dining halls, residence halls, academic buildings, Library Plaza, War Memorial Chapel, Moss Arts Center, Recreational Sports facilities, and Athletic Department facilities will be in accordance with guidelines for those areas. University sponsors are expected to check with each university scheduling office for any additional specific guidelines that may be in place for the reserved facility/facilities.

2.2 Event Sponsorship

All events must have a university sponsor. The sponsor must be an officially listed student organization (as defined by [University Policy 8010, Classification of Student Organizations](#)), a university department, a university governance entity (as defined by the [University Council By-laws](#)), a state employee association, or a university-affiliated organization. Non-university groups or organizations must have a university sponsor to hold an event. A contractual agreement for hosting an event (between a university entity and an external individual, group or organization) is considered a form of sponsorship for the purpose of this Policy.

The university sponsor must reserve space to hold the event (see Section 2.2).

2.2.1 Student Organizations as Sponsors

The Vice President for Student Affairs is charged with implementing procedures to verify the eligibility of individuals to sponsor events on behalf of student organizations on campus. The responsibility for management of this process has been delegated to the Director of Student Engagement and Campus Life. The staff of the Student Engagement and Campus Life Event Planning Office will provide verification of student organization eligibility (and confirm the contacts authorized to do business with the university on behalf of each student organization) to those offices that have been delegated responsibility for scheduling specific Real Property.



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Approval of student events must be obtained from the Student Engagement and Campus Life Event Planning Office when the event is considered major entertainment (as defined by [University Policy 8215, Major Entertainment Sponsorship by a Registered Student Organization](#)). If additional information or approvals are needed, the scheduling office may refer the sponsoring student organization to the Student Engagement and Campus Life Event Planning Office for assistance.

2.2.2 Employee Associations as Sponsors

State employee associations and university faculty and staff associations may use university meeting rooms where the time, place, and manner do not interfere with university business, do not violate any laws, leases, or other contracts, and are compatible with the safety and security of the particular Real Property and mission of the university. The use of university-owned or leased meeting rooms must be related to the university and state employee association's role in providing programs and services of general benefit to employees within the context of their employment. All applicable fees for use will apply.

2.2.3 Responsibilities of the University Sponsor

The university sponsor will:

- a. serve as liaison with all university agencies supporting the event;
- b. coordinate arrangements for use of university Real Property in accordance with the provisions of this Policy;
- c. assist with registration/arrival/check-in and/or departure/check-out of attendees;
- d. maintain responsibility for all record keeping associated with the event, in compliance with the state records retention schedules; and,
- e. have a representative onsite or immediately available via telephone/internet conferencing throughout the event.

In accordance with [University Policy 4815, Minors on Campus or Participating in University-Related Programs](#), the university sponsor for all events that involve minors must also:

- a. make university students, faculty, staff, and volunteers aware of the need to complete appropriate training;
- b. ensure criminal conviction checks are conducted on certain individuals who will be working with minors; and,
- c. maintain a certification of compliance with the conviction check rules for non-university organizations and entities that operate programs or activities on campus.

2.3 Request to Use and Responsibility for Usage of Real Property

Use of university Real Property must be sponsored and scheduled (see Section 2.2, *Sponsorship and Request for Event Approval*) prior to the event.

The Executive Vice President and Chief Operating Officer may delegate the general responsibility for scheduling of university Real Property to specific departments ("university scheduling office"), and the university maintains a list of some of the more commonly requested event spaces (venues) (https://campuslife.vt.edu/secl_services/event_planning/resources.html). Parties interested in usage of a university Real Property should contact the appropriate university scheduling office for any specific information concerning usage of that Real Property. University scheduling offices may establish and enforce a minimum number of days that a request for space/approval must be submitted prior to the requested event. If the space is not listed in the linked document, contact the Student Engagement and Campus Life Event Planning Office or the department/unit assigned to the desired area.



2.3.1 Responsibilities of University Scheduling Offices

University scheduling offices will:

- a. register any qualifying event that will occur in space(s) under their delegated authority (see Section 2.4, *Event Registration*); and
- b. execute a contract with or provide an event confirmation to the entity and university sponsor (if not the same) conducting the event.

2.4 Shared Responsibilities

The university sponsor and the university scheduling office(s) will share responsibility for:

- a. briefing the event director/organizer regarding university policies, emergency procedures, and location layout; and
- b. ensuring accessibility in emergency situations.

The university sponsor and the university scheduling office(s), if different, should communicate with one another the actions taken to fulfill the above responsibilities.

2.5 Event Registration

All university scheduling offices are required to register in the database any qualifying events scheduled to occur in or on Real Property for which they have delegated scheduling authority. Events commonly referred to as camps, conferences and workshops are considered qualifying events and include but are not limited to: special programs or series of programs or activities on a particular subject, areas of interest, or projects, typically involving larger numbers of attendees, and/or external (non-Virginia Tech students or faculty/staff) participants. Examples of events which do **not** typically require registration include: departmental meetings, cross-departmental workgroup meetings, regularly-scheduled university classes, one-on-one or small group liaison meetings with external stakeholders, or Board of Visitors and Foundation/Alumni Board meetings. *Note: If an event would not typically meet the registration requirement but may have security, safety, or other special concerns, please contact the Student Engagement and Campus Life Event Planning Office for guidance.*

All university scheduling offices responsible for the scheduling of reservable space shall ensure that reservation data is available in a centralized database. The database will include the dates, times, locations, schedule and emergency contact numbers for all such events.

Failure to comply with the registration requirement or reporting of false information related to the registration requirements may result in loss of event scheduling privileges for Real Property by the scheduling office and/or loss of future use privileges by the external group or university sponsor. Failure to comply with such requests may constitute trespassing under Virginia state law and may lead to disciplinary action and/or arrest.

2.6 Major Venues and Major Entertainment Events

2.6.1 Major Venues

Major Venues include:

- Burruss Hall Auditorium
- Cassell Coliseum
- Graduate Life Center (GLC) Auditorium and Multi-Purpose Room
- Johnston Student Center



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- Lane Stadium
- Outdoor Public Spaces
- Rector Field House
- Squires Student Center
- War Memorial Gymnasium

2.6.2 Major Entertainment Events

Major Entertainment sponsored by officially listed student groups and/or held in a Major Venue is regulated by [University Policy 8215, Major Entertainment Sponsorship by a Registered Student Organization](#). Major Entertainment is defined as any event for which there are contracted performers AND which takes place in a Major Venue. University Policy 8215 does **not** apply to any event sponsored by a university department at locations other than Major Venues, or to any events held at the Moss Arts Center or the Inn at Virginia Tech.

2.7 Charges for Use of University Real Property

Actual rate schedules are developed by the Controller's Office and reviewed by the Office of Budget and Financial Planning in consultation with the unit responsible for the Real Property used. Please contact the scheduling office for each location to obtain the most current rate information.

For camps, conferences, and workshops sponsored by Conference and Guest Services or the Student Engagement and Campus Life Event Planning Office, an appropriate per-person administrative fee may be charged.

2.8 Specific Rules for Use of University Real Property by Faculty and Staff

Faculty and staff are not allowed to use university resources for private gain. However, under the following conditions, the compensated use of specialized Real Property or equipment will be allowed in support of approved consulting activities. Please refer to the [Faculty Handbook, University Policies 5420, Policy on Facility Use Agreements](#)), and [13010, Individual Conflicts of Interest](#) for further clarification.

1. The Real Property or equipment must have a charge rate, established by the Controller's Office, which reflects all direct and indirect costs associated with the use of the Real Property or equipment and applies to use by parties outside the university. The charge rate will be applied to the actual use.
2. A Request to Engage in External Activity and Disclosure of Conflict of Interest/Commitment Form (13010, <https://www.research.vt.edu/sirc/disclosure.html>) must be filed, specifying the Real Property or equipment to be used and estimating, in time or charges, the extent of the proposed use.
3. The director or head or chair of the department responsible for the Real Property or equipment will verify, on the 13010 form, that the proposed use will not interfere with, or have priority over, anticipated university use of the Real Property or equipment.
4. The faculty or staff member's department head or chair and dean or vice president (and the Provost, when appropriate) in the approval of the 13010 form will determine that the consultation is of substantial professional merit and presents no conflict of interest in the use of the Real Property or equipment. Particular care will be given to the relationship of the consultation with current or potential grants or contracts and to the possibility of unfair competition with local firms and businesses.
5. If an employee uses equipment of a specialized service center, the employee will be charged the "commercial" or "consulting" rate for the center as determined by the Controller's Office. The charges will be billed to the employee at the rate established for the service based on actual use. The deposit for the charges will be credited to the service center account that has been established by the Controller's Office.



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If the employee uses Real Property such as those of the Virginia Tech Athletic Department, Moss Arts Center, or Student Engagement and Campus Life venues (including Squires Student Center, G. Burke Johnston Student Center, Burruss Hall Auditorium, the Graduate Life Center, and War Memorial Chapel), the employee will be charged at the rate established by the Controller's Office for such use. The deposit will be made to the appropriate department's account based on actual use charges. For Real Property other than specialized service centers or other Real Property for which a charge rate has been determined, the use of the Real Property must be authorized and reimbursed at a rate determined by the joint collaboration of the employee's department head and Controller's Office.

6. The use of library facilities in connection with consulting is exempt from the above regulations, since those facilities are available to the public.

2.9 Non-Blacksburg Site-specific Operational Guidelines Development

Virginia Tech locations beyond the Blacksburg campus may choose to develop site-specific operational guidelines consistent with the spirit and intent of this Policy that are tailored to the unique safety, security, and health considerations of their Real Property. All location-specific facility-use guidelines must be reviewed and approved by the Executive Vice President and Chief Operating Officer at initial implementation and when changes are proposed.

3.0 Procedures

3.1 Residential Camps, Conferences and Workshops

Please reference the procedures in [University Policy 5010, Residential Camps, Conferences and Workshops](#).

3.2 Non-Residential Events

Non-university affiliated groups desiring to host a day-only event at any university or university-affiliated Real Property, *other than the Inn at Virginia Tech*, must be sponsored by an officially listed student organization, university department, or university-affiliated organization. The event sponsor is responsible for assisting the group with the responsibilities outlined in section 2.2. Housing and Residence Life Conference and Guest Services and the Student Engagement and Campus Life Event Planning Office sponsor certain external groups through contractual arrangements. There is no obligation for a university department or student organization to provide sponsorship of any event.

3.3 Events at the Inn at Virginia Tech

Groups or departments desiring to host an event at the Inn at Virginia Tech should contact the reservation desk or the Groups and Meetings staff at the Inn directly. More information is available on the hotel and conference center's website: <http://www.innatvirginiatech.com/>.

4.0 Definitions

Advertising/Advertisement: includes posting of signs or banners, the distribution of literature, or any other form of public notice designed to sell goods or services or publicize an event.

Amplification: includes the use of electronic or mechanical means of amplifying sounds (i.e. microphones, speakers, bullhorns).



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Assistance/Support Animal: Any animal necessary to afford a person with a disability an equal opportunity to use and enjoy university housing. The animal may provide physical assistance, emotional support, calming, stability and other kinds of assistance, but does not perform work or tasks that would qualify them as **Service Animals** under the Americans with Disabilities Act (“ADA”) regulations.

Camp/Conference/Workshop: includes, but is not limited to, special programs or series of programs or activities on a particular subject, area of interest, or project, involving larger numbers of attendees, and/or external (non-Virginia Tech students or faculty/staff) participants. Does **not** typically include: departmental meetings, cross-departmental workgroup meetings, regularly-scheduled university classes, one-on-one or small group liaison meetings with external stakeholders, or Board of Visitors and Foundation/Alumni Board meetings. *Note: If an event sponsored by a department or university organization may have security, safety, or other special concerns, but does not meet the criteria described above, please contact the Student Engagement and Campus Life Event Planning Office for guidance.*

Camping: the act of using any part of the campus for living accommodation purposes, such as establishment of temporary or permanent living quarters, sleeping outdoors overnight, making preparations for overnight sleeping (including the laying down of bedding), storing personal belongings, using any tent, shelter, or similar structure regardless of size for sleeping, sleeping in, on or under parked vehicles, or setting up temporary or permanent sleeping areas outdoors or in structures not designated for human occupancy. Camping does not include the use of university Real Property that has been wholly or partially designated as sleeping areas, a tailgating activity in conjunction with a university event, or the use of temporary hammocks used in recreation or studying activities outside during non-overnight hours.

Faculty and Staff Associations: any university organization whose membership is limited to the employees of the university (such as faculty associations, staff associations, senates, etc.) with voluntary membership that provides programs and services of general benefit to employees within the context of their employment.

Major Entertainment: any event for which there are contracted performers AND which takes place in a Major Venue (listed in Section 2.6.1).

Members of the University Community: currently enrolled students and university departments’ faculty and staff members.

Minor: a child under the age of eighteen (18) who is not enrolled or accepted for enrollment at the university.

Public or Common Space: lobbies, foyers, and atriums in student centers and university-owned or leased academic facilities; the Drillfield; and all other university-owned or leased outdoor campus space, except those specifically managed by Athletics, Recreational Sports, the Graduate Life Center, and the Moss Arts Center.

Officially listed student organizations (as defined by University Policy 8010) include: University Student Life Programs (USLP), University Chartered Student Organizations (UCSO), Registered Student Organizations (RSO), and Extended Campus Student Organizations (ECSO).

Overnight: the hours of 12:00 a.m. (midnight) through 6:00 a.m.

Residential Camp/Conference/Workshop: a camp, conference or workshop where attendees will stay overnight in university or university-affiliated Real Property other than The Inn at Virginia Tech.

Sale: the activity of offering or exchanging products or services in return for monies, goods, or other services. This includes raffles or auctions.



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Service Animal: Any dog (or under particular circumstances a miniature horse) that meets the definition of "Service Animal" under the Americans with Disabilities Act ("ADA") regulations, and that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. The work or tasks performed must be directly related to the individual's disability.

Solicitation: the act of requesting money or funds for any reason, seeking agreement to pay, taking subscriptions, selling merchandise or services, seeking contributions of goods or services, offering materials or privileges to others via promotion or advertisement, or soliciting signatures for petitions.

State Employee Association: any non-profit organization with voluntary membership that provides programs and services of general benefit to state employees within the context of their employment. An association that is statewide and open to all employees who elect to voluntarily participate shall be limited to those associations on the State Comptroller's State Employees' association list.

Student: any individual who has accepted an offer of admission as an undergraduate, graduate, or professional student and who has not yet graduated or officially transferred to another institution.

Trained Crowd Managers: persons who have been trained in crowd management procedures and other duties appropriate to the event (including pre-event safety inspections and use of portable fire extinguishers as appropriate); may include contracted event security staff and/or VTPD officers. Training and more information can be obtained through Environmental Health and Safety.

University-Affiliated Organizations: are comprised of faculty and/or staff and are administered through a department to complement the departmental mission.

University Business Operations: the routine educational, research, co-curricular, and administrative operations of the university.

University Real Property: any location, either permanent or temporary, owned or leased by Virginia Tech, and includes satellite campuses and offices. This includes, but is not limited to, the buildings, grounds, infrastructure, outdoor spaces and the surrounding perimeters including the parking lots, field locations, classrooms, alternate work or class locations.

University Scheduling Office: a Virginia Tech office/department that has been delegated by the Executive Vice President and Chief Operating Officer the general responsibility for scheduling specific university Real Property.

University Sponsor: an officially listed student organization, a university department, or a university-affiliated organization who accepts responsibility for complying with the requirements of section 2.2.2 for a specific event.

5.0 References

Events on Main Campus (Blacksburg) Resource Website
https://campuslife.vt.edu/secl_services/event_planning.html

University Policy 1005, Health & Safety Policy
<http://www.policies.vt.edu/1005.pdf>

University Policy 1010, Policy on Smoking
<http://www.policies.vt.edu/1010.pdf>



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University Policy 1015, Policy on Serving Alcohol

<http://www.policies.vt.edu/1015.pdf>

University Policy 3006, Catering Policy

<http://www.policies.vt.edu/3006.pdf>

University Policy 4815, Minors on Campus or Participating in University-Related Programs

<http://www.policies.vt.edu/4815.pdf>

University Policy 5005, Bicycle and Personal Transportation Devices

<http://www.policies.vt.edu/5005.pdf>

University Policy 5010, Residential Camps, Conferences and Workshops

<http://www.policies.vt.edu/5010.pdf>

University Policy 5215, Sales, Solicitation, and Advertising on Campus

<http://www.policies.vt.edu/5215.pdf>

University Policy 5420, Policy on Facility Use Agreements

<http://www.policies.vt.edu/5420.pdf>

University Policy 5501, Electric/Gas Utility-type Vehicles

<http://www.policies.vt.edu/5501.pdf>

University Policy 5600, Authorized Closings

<https://policies.vt.edu/assets/5600.pdf>

University Policy 5615, University Safety and Security

<http://www.policies.vt.edu/5615.pdf>

University Policy 5616, Campus and Workplace Violence Prevention

<http://www.policies.vt.edu/5616.pdf>

University Policy 5820, Operation of Unmanned Aircraft Systems

<https://policies.vt.edu/assets/5820.pdf>

University Policy 8010, Classification of Student Organizations

<http://www.policies.vt.edu/8010.pdf>

[Official list of student organizations: <https://gobblerconnect.vt.edu/organizations>]

University Policy 8215, Major Entertainment Sponsorship by a Registered Student Organization

<http://www.policies.vt.edu/8215.pdf>

University Policy 13010, Individual Conflicts of Interest

<http://www.policies.vt.edu/13010.pdf>

Faculty Handbook

<https://faculty.vt.edu/faculty-handbook.html>

Student Code of Conduct

<https://codeofconduct.vt.edu/>

Parking and Traffic Regulations, Virginia Tech Parking Services

www.parking.vt.edu

State Records Retention Schedule

https://www.lva.virginia.gov/agencies/records/sched_state/



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Virginia Tech Guidelines on Service Animals and Assistance/Support Animals

https://ssd.vt.edu/content/dam/ssd_vt_edu/assets/docs/VirginiaTechGuidelinesonServiceAnimalsandAssistance_SupportAnimals_2021.pdf

Virginia Tech Guidelines on Time, Manner, Place

<https://publicsafety.vt.edu/university-guidelines-for-time--place--and-manner.html>

6.0 Approval and Revisions

Update February 2, 2006 to title in Sections 2.4 and 2.9.11 from “Donaldson Brown” to “The Inn at Virginia Tech and Skelton Conference Center.”

- Revision 8
Section 2.5.1: Added entire section to address responsibility for event security.
Approved February 28, 2007 by Executive Vice President and Chief Operating Officer, James A. Hyatt.
- Revision 9
May 12, 2008: Updates to position titles and/or responsibilities due to university reorganization.
- Revision 10
Revised Section 2.9.12 for consistency with the new Policy 5005, Bicycle and Personal Transportation Devices.
Approved June 5, 2009 by Vice President for Administration, Sherwood G. Wilson.
- Revision 11
 - Significant revision to combine multiple sections, update to match other existing Policies, update scheduling authorities, add appropriate references and definitions, and streamline information.
 - Renamed “Student Centers and Activities” to “Student Engagement and Campus Life” throughout document.
 - Updates to Section 2.6.1 - Safety, Security and Health consolidated security information from Policy 8220 - *Security Requirements for Events Sponsored by Student Organizations*, and with concurrence from the Vice President for Student Affairs, eliminated Policy 8220.Approved July 30, 2015 by Vice President for Administration, Sherwood G. Wilson.
- Revision 12
 - Revised Sections 2.2, 2.3 and 2.4 to clearly define the responsibilities of university sponsors and scheduling offices.
 - Added Section 2.5, *Event Registration*, to define responsibilities associated with, and require use of, the central event registration system.
 - Added Section 3, *Procedures*, to provide basic instructions for non-university entities.
 - Replaced sections/language with reference documents/links for lists of:
 - university scheduling offices and timelines for commonly used venues;
 - venue specific guidelines for commonly used spaces; and
 - procedures, guidelines, and timelines for safety and security approvals.
 - Technical corrections to form names and website links.Approved January 31, 2017 by Vice President for Administration, Sherwood G. Wilson.



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- Revision 13
Technical corrections to titles, office names, form names, and website links.
Approved September 21, 2022 by Vice President for Policy and Governance, Kim O'Rourke.
- Revision 14
Revisions include changing the title from Facilities Usage and Events to University Real Property Usage and Events; changing policy owner to EVPCOO and author to chief of staff; changed "facilities" to "Real Property" throughout the document; clarifying disruption of university business; clarifying that university sponsor is responsible for damages; prohibiting and defining camping; prohibiting overnight utilization; clarifying that non-compliance may constitute trespassing and lead to disciplinary action or arrest; requiring mask-wearers to produce ID upon request; prohibiting obstruction or disruption of event speaker; adding reference to Time, Place, and Manner Guidelines; creating new section on non-Blacksburg site operational guidelines; adding or modifying definitions and references; adding language regarding use of tents; and other technical updates.
Approved August 14, 2024, by Executive Vice President and Chief Operating Officer Amy S. Sebring.



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Sales, Solicitation and Advertising on Campus

No. 5215

Policy Effective Date:
7/3/2012

Last Revision Date:
3/10/2025

Policy Owner:
G.E. "Dwyn" Taylor II, PE
Tom Wamsley

Policy Author: *(Contact Person)*
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Affected Parties:
Undergraduate
Graduate
Faculty
Staff
Other

1.0 Purpose
2.0 Policy
3.0 Procedures
4.0 Definitions
5.0 References
6.0 Approval and Revisions

1.0 Purpose

This policy outlines the guidelines relating to sales, solicitation, and advertising on the Virginia Tech campus and in university facilities.

In accordance with [University Policy 5000, University Real Property \(Building, Grounds, Infrastructure\) Usage and Events](#), university facilities are intended for the use of its students, faculty, staff, and invited guests participating in university-approved programs or activities. In the interest of providing a productive living, learning, and working environment for students and employees and protecting the institution's authorized business activities and interests, the university has established policies and procedures for the approval of commercial, fundraising, informational, and advertising activities. Decisions regarding requests will take into account overall campus safety and security, any special circumstances relating to university activities, and the impact such activity may have on the university.

This policy applies to all university departments, university-affiliated organizations (student or non-student), commercial vendors, charitable organizations, faculty, staff, students, and third parties.

1.1 Policy Review

In spring 2012, University Policies 5205, Sales and Solicitation on Campus, and 5210, Advertising on Campus, were reviewed. The policies were reformatted into one policy to more concisely state the guidelines relating to sales, solicitation, and advertising on the Virginia Tech campus and in university facilities.

2.0 Policy

2.1 Sales and Solicitation

The sale or solicitation of any products, goods, food, beverages, or services on the campus requires prior written authorization and must be conducted in accordance with university policy and the regulations established by the authorizing office. See [University Policy 5000, University Real Property \(Building, Grounds, Infrastructure\) Usage and Events](#) for authorizing officials. Informational activities and solicitations of any type (e.g., donations, petition for signatures) also require prior written authorization. In most cases, per University Policy 5000, confirmation to reserve the location will also serve as event approval; if further event approval is required, the reserving authority shall communicate further requirements to the event sponsor in writing.

All commercial, fundraising, and informational activities require sponsorship by a university-affiliated organization. Activities should be occasional, non-continuous and specific in purpose and may be approved only for designated areas on campus. All proceeds from fundraising activities are to be returned to the organization's treasury for use for organization projects or activities or for the organization's charitable activities.



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It is the responsibility of the sponsoring organization to obtain the appropriate approvals outlined in this policy. It is the responsibility of the designated authorizing offices to ensure that appropriate university policies are followed before approving requests.

Salespersons may not engage in misrepresentation or fraudulent trade practices nor other activities that are illegal or in violation of state or federal laws or university policies. Salespersons and any company involved will be held responsible if university policies are violated. Such violations may result in the sponsoring organization and/or the individual or company losing the privilege of conducting future sales on campus.

For purposes of regulation, distinctions are made among "commercial," "fundraising," "individual," and "informational" sales and solicitation activities.

2.1.1 Commercial Activity

Commercial activity is defined as any sale, solicitation, or promotion/marketing that results in securing a **profit or benefit for a non-university group, organization, or business**. This includes activities of university-affiliated organizations that:

- use vendors for the actual selling;
- are paid or receive any kind of sales commission (including percentage of sales, flat fee, or per unit sold fee);
- sell for the benefit of an external group, organization, or business (unless it is solely for the benefit of a nonprofit organization);
- provide product promotion or marketing for an external group, organization, or business even if no products are sold; **and/or**
- conduct employee recruitment activities for external employers, unless there is a university-approved collaboration agreement (except Career and Professional Development).

Commercial activities will generally be prohibited unless:

- the university or a university-affiliated organization does not offer the service or goods, **and**
- it is determined that the activity is either necessary to the purpose of the university, **or**
- it provides a direct benefit to the university or the sponsoring university-affiliated organization.

The benefit to the sponsoring university-affiliated organization must be included in the request for approval. Provisions for proceeds from any sales must also be included in the request for approval. However, such activities may not be approved or may be approved with restrictions by the authorizing office if they are determined to compete with or have a significantly adverse effect on the ongoing operations of the business activities of the university or university-related corporations.

Uninvited commercial activities, which include commercial presentations, door-to-door, and other commercial solicitations, and the making of sales agreements, are prohibited on Virginia Tech property, including but not limited to students' private rooms and the common areas of all residence and dining halls.

Sales to members of campus organizations are commercial activities but may be permitted during meetings of the organization without prior approval provided the salesperson is invited to the meeting for that purpose in advance by a member of the organization. No announcement concerning the sale may be posted or advertised beyond the membership of the organization.



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Applicable fees for facility use will be charged for commercial activities in accordance with [Policy 5000, University Real Property \(Building, Grounds, Infrastructure\) Usage and Events](#).

2.1.2 Fundraising Activities

Fundraising is defined as any activity which involves the solicitation or collection of monies that is specific in purpose, not for individual gain, non-recurring, **and for the sole benefit of a specific, sponsored nonprofit group or cause or the self-generated fundraising efforts of an officially listed student organization**. Types of fundraising activities may include: the selling of goods or services; the selling of tickets and/or charging of admission to public activities or events; and the solicitation of monetary contributions, goods, or services.

Fundraising activities conducted by university affiliated organizations may be approved on a limited basis with regard to time, place, safety, and the scope of the activity. Fundraising activities **may** be determined to be commercial activities if they are regular and recurring.

Private fundraising conducted on behalf of the university and/or groups affiliated with Virginia Tech is coordinated through University Advancement (see Policy 12100), with the exception of normal student fundraising activities. However, any fundraising activities by students involving direct mail solicitation of alumni and friends of Virginia Tech and/or requests for gifts of \$1,000 or greater must be approved by University Advancement in accordance with [University Policy 12100, Policy on Coordination of Private Fundraising](#).

Other permitted activities which are not considered "fundraising" include: (a) the collection of dues or membership fees from the members of an officially listed student organization; and (b) collection of voluntary contributions from individuals for departmental social activities or gifts.

Officially listed student organizations are encouraged to work with Virginia Tech Services, Inc. to procure goods for fundraisers. This university-related corporation has extensive on-campus and community-wide sales experience and can provide advice and guidance on how to achieve a successful event within the campus environment.

2.1.3 Informational Activity

Informational activity is defined as the distribution of literature and/or petitioning for signatures where no fee is involved nor donations or contributions sought.

Informational activities may be permitted if they are sponsored by a university-affiliated organization. Such activities require prior approval by the designated university scheduling office and are subject to university policies and the reasonable guidelines of the authorizing official.

2.1.4 Individual Activity

Individuals, including employees, are prohibited from engaging in commercial activities on university property, including the following: (a) the solicitation or sale of products, services or personal property; (b) the solicitation of orders for such products or services; or (c) the distribution of catalogs and literature promoting products or services by individuals, including university employees.

University email, departmental mailboxes and bulletin boards are not to be used to distribute commercial sales information or catalogs.

2.2 Advertising

Students and student organizations; university-affiliated individuals, organizations, and departments; and university-related corporations may distribute literature, post signs, publicize, and advertise on campus.



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Advertising for commercial purposes by businesses, organizations, entities, or individuals not associated with the university is prohibited.

Failure to comply with these policies may subject the responsible organization and/or individuals to fines for property damage and/or clean-up costs.

Signs erected by contractors at construction sites on campus are not considered advertisements and are permissible.

2.2.1 Specific Provisions

- Advertisements, brochures, and portable signs for commercial activities may not be posted or displayed on university property.
- When the name of a product or non-university-affiliated entity appears on posted literature, the primary purpose of the poster must be a sponsorship to recognize support of the activity, event, or student organization, and not the commercial advancement of the non-university entity or the product.
- The promotion for sale or consumption of alcoholic beverages on campus or advertising of alcoholic beverages in university student publications may be prohibited or regulated by state or federal laws and/or the specific regulations developed by the Alcoholic Beverage Control Board.
- The university mail service, including on-campus mail, is for official university correspondence only. It should not be used for personal correspondence, advertising, or mass mailing.
- The university's computers, internal networks, and national networks are not to be used to distribute personal advertisements or information that will result in personal gain. Such use violates university policy and the laws of the Commonwealth of Virginia. Violations will be dealt with through [University Policy 7000, Acceptable Use and Administration of Computer and Communication Systems](#); Acceptable Use Guidelines; state Standards of Conduct; or University Policies for Student Life.
- Student organization activities involving the sale of products with the name, insignia, or trademark(s) of Virginia Tech must be approved by Licensing & Trademarks prior to the date of the activity. Such items may also require the license authorization of Virginia Tech and the payment of the specified royalty fee. The Office of Licensing and Trademarks is responsible for overseeing and administering policies on university trademarks, logos and insignias. Additional information and related procedures can be found at: https://brand.vt.edu/content/brand_vt_edu/en/licensing.html

3.0 Procedures

The total number of people or organizations conducting sales, solicitation, and/or advertising activities in one place on campus will be limited. Preference for assignment of space will take into account the number of previous approvals for the group or activity, status as a major campus-wide activity, and time constraints of events that may be advertised. Priority will be given to activities conducted by students over those conducted by students with vendors.

These activities will also be limited in regards to time, place and manner of the proposed activity. Violation of any of these pre-approved agreements may result in permission for the activity being revoked.



3.1 Sales and Solicitation

The location and time of any commercial, fundraising, or informational activity occurring on or in university facilities must receive prior approval. The request must be submitted to the office charged with approving and scheduling events in that facility or area.

- See University Policy 5000, [University Real Property \(Building, Grounds, Infrastructure\) Usage and Events](#) for authorizing officials. All authorizing officials should collaborate with Virginia Tech Services, Inc. to provide students, student organizations, and university affiliated individuals, organizations, and departments with advice and guidance on sales and solicitation activities on campus.
- Requests must be submitted no later than 10 calendar days prior to the planned date of the solicitation. Note that some university offices may require an earlier request date to schedule the use of certain locations.
- Full details must be submitted, including the times, dates and locations requested; an explanation of the products or services that will be made available; benefit to the sponsoring university-affiliated organization; provisions for proceeds from sales or fundraising activities; whether or not on-campus delivery is anticipated; and any other information that may be needed by the authorizing official.

Commercial suppliers who have an established relationship with the university for the sale of products and services will coordinate campus visits, communications and activities with the Procurement Department as appropriate. Commercial suppliers who do not have established relationships with the university must either be invited to campus by a sponsoring university-affiliated organization, a university-related corporation, or by the Procurement office.

It is university policy that the university electronic mail systems and mail services are for official university business only. They should not be used for commercial correspondence, advertising, soliciting, or mass mailing. University departments and campus organizations may submit event postings or other information to Virginia Tech News (www.vtnews.vt.edu). Departmental mailboxes and bulletin boards are not to be used to distribute commercial sales information or catalogs.

3.1.1 Deliveries and Invited Guests on Campus

Food may be delivered to residence halls, academic/administrative offices, and outdoor locations by vendors. Such deliveries are permitted only in response to prepaid orders, or to specific orders by resident students and employees. Residential Experience designates for residence halls the hours during which deliveries may occur, the doors to be used, and the areas within residence halls where deliveries must take place.

Personal deliveries to employees such as dry cleaning and personal parcel deliveries are discouraged. Such activity could be disruptive to the workplace, and there is no liability coverage for stolen or damaged merchandise. The decision on whether to allow occasional, non-disruptive deliveries will be left to the discretion of the manager of the respective units. In making those determinations, managers should consider where items will be received and the space required for holding, the safety of those parcels, and confusion about a delivered item that may be opened by mistake.

3.2 Advertising

- The appropriate administrative official must approve the event, sale, or product prior to advertisement. Distribution of materials may only occur in the approved location(s).



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- University departments, faculty and staff should review the Virginia Tech Brand Center (<https://brand.vt.edu/>) for guidance and contact vtbrand@vt.edu for any questions related to digital advertising for university-sponsored programs or events.
- Permission must be obtained in writing from Virginia Tech Athletics when advertising is to occur in athletic facilities.
- Permission must be obtained in writing from the Department of Recreational Sports when advertising is to occur in recreational facilities.
- Permission must be obtained in writing from Student Engagement and Campus Life when advertising is to occur in or around student center facilities and public space locations on campus (see additional details regarding reservations for these locations in [University Policy 5000, University Real Property \(Building, Grounds, Infrastructure\) Usage and Events](#)).
- Permission must be obtained in writing from Residential Experience when advertising is to occur inside the residence halls.
- Permission must be obtained in writing from Dining Services when advertising is to occur inside the dining halls.
- Permission must be obtained in writing from Virginia Tech Services, Inc. when advertising is to occur in or around campus bookstores or convenience stores.
- Advertising, including distribution of advertising materials, is generally not allowed in classrooms or facilities comprised predominantly of classrooms. Permission must be obtained in writing from the Registrar's Office when advertising is to occur in classrooms and other locations not specified above.
- The collection and distribution of literature, when necessary, will be limited to designated central locations.
- Slipping literature under doors and/or on door knobs inside residence halls is not permitted.
- The advertisement, publicity, sign, banner, flier, or literature must be appropriate for its intended purpose and comply with the law and university policies.
- The name of the sponsoring organization, meeting or event date, time, and location must be printed in English on the poster or notice. Any other writing on the poster that is not in English must be translated into English on the front of the poster, or a translation must be on file with the scheduling office(s) for the space(s) where it will be posted.

3.2.1 Distribution of Flyers

- Flyers may not be placed on windshields of vehicles parked on university-owned or leased property or parked in any university parking lot.
- Distribution of advertisements or literature must be accomplished in such a manner as to avoid litter or disruption.

3.2.2 Posted Materials

- Posted advertisements may be placed on general-purpose bulletin boards, A-frame boards, or wire signs designated for that purpose. Student Engagement and Campus Life Event Services Office must approve A-frame board or wire sign placement.



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- Advertisements are not to be placed on interior and exterior doors, interior and exterior walls, windows, fences, directional and informational signs, lamp posts, light poles, barricades, trees, hydrants, and any other location that is not designated as permissible in this policy.
- Markings on walkways, roadways, or other permanent structures on campus with chalk, paint, or any other material is prohibited.
- Any posted advertisements which have not received prior approval for display, or which must be removed in the event of an emergency, shall be removed and disposed of by Virginia Tech. Virginia Tech shall not be responsible for any costs associated with removed advertisements.
- Posted advertisements approved for display shall not be installed more than seven days prior to the designated event.
- Posted advertisements must be removed no later than 24 hours after the event or Virginia Tech shall remove and dispose of the advertisements.
- No posting of any type is permitted in classrooms.

3.2.2.1 Bulletin Boards

- Student organizations may post advertising on bulletin boards marked "General Purpose Bulletin Boards," which are identified throughout the campus and labeled as such for use by students and student organizations to advertise such activities and events.
 - Responsibility for allocation and policy compliance of these boards is placed in the Division of Student Affairs.
 - All general-purpose bulletin boards will be cleared at the end of every semester.
 - No more than one poster or notice for the same advertised event may be placed on a bulletin board.
 - When posting announcements on general purpose bulletin boards, use the following guidelines:
 - Avoid placing posters on top of other posters.
 - Avoid posters larger than 11 inches by 17 inches.
 - Avoid having posters extend beyond the border of the bulletin board.
 - When posting personal notices, such as items for sale or ride needed, include the date the notice was posted. Personal notices must be removed within two weeks of their having been posted.
- Each department and college will continue to maintain its own bulletin boards for academic and professional purposes.
- Advertisements may not be placed on academic, resident advisors', or Residence Hall Federation bulletin boards unless prior permission is granted by the appropriate source of approval.



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3.2.3 Banners

- Permission to Hang Banners
 - Permission to hang banners on certain academic buildings and student centers must be granted by the Student Engagement and Campus Life Event Services Office; these buildings include:
 - Squires Student Center
 - G. Burke Johnston Student Center
 - War Memorial Hall
 - Litton-Reaves Hall
 - Derring Hall
 - Pamplin Hall
 - Burruss Hall
 - Banners and signs are not permitted in any athletics facility, including Lane Stadium and Cassell Coliseum.
 - Banners are generally not permitted on Burruss Hall, with the exception of the official University Banner. Requests for any exceptions should be directed to Communications and Marketing.
 - The Assistant Vice President for Planning and University Architect must approve the siting of all other banners.
- The content and design, display dates, and locations of all banners on university buildings must be approved by Communications and Marketing . Additional information and procedures can be found at: <https://brand.vt.edu/>
- All banners containing university trademarks must be produced by licensed vendors.
- Banners must be removed from buildings within one business day following the event they advertised.

3.2.3.1 Light Post Banners

- Light post banners on campus are to be used to support university branding and to promote educational and cultural programs that align with the university mission.
- Banner content should have university-wide appeal.
- Banners may not be used for commercial advertising; advertising or promoting any political candidate, parties or issues; or identifying, advertising or promoting any religion. Banners must follow Virginia Tech Brand Center guidelines (<https://brand.vt.edu/>).
- The Office of University Planning must approve the siting of all light post banner installations. Information on pre-approved banner locations can be found on the Virginia Tech Brand Center (https://brand.vt.edu).
- Communications and Marketing must approve all light post banner designs and the reservation/location for specific designs prior to production and installation. Departments that want to request light post banners should email specific request information (i.e. location, dates, purpose) and draft designs to vtbrand@vt.edu.
- Facilities will manage light post banner installations and removals. Departments are responsible for requesting and funding installation and removal once they have obtained Communications and Marketing's approval of the design and location reservation. Departments that want to request installation and removal should email specific information (location, dates, department name, funding details) and a copy of Communication and Marketing's approval to vtrepair@vt.edu.



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- The requesting department will bear all costs associated with light post banner design, production, installation, and removal.
- All banners containing university trademarks must be produced by licensed vendors.
- Light post banners that become tattered, faded, or torn may be removed without notice to the requesting department. Banners may also be removed without notice from any posts that show stress from the banner installation.

3.2.5 Web Pages and Social Media

- University web sites should remain an information source free of commercial intervention; therefore, advertising on university web pages (those maintained on any university file server or use any domain or subdomain on vt.edu) is prohibited. The Senior Associate Vice President for Communications and Marketing may grant exceptions to this policy to auxiliary organizations provided that the following procedures are followed:
 - Advertisements must adhere to other aspects of this policy.
 - Alcohol, beer, and cigarette advertisements are prohibited.
 - Advertisements should not comprise more than 130 x 130 pixels of a screen area on a standard desktop monitor. On mobile devices, logos cannot exceed 320 x 50 pixels.
 - The name, logo, or logotype of a company or organization may be posted to indicate sponsorship/partnership with that company or organization.
 - If a logo from a sponsor/partner of the university is intended to be clickable, it can link only to a page that lists other sponsors and must remain on the vt.edu domain. A text link to a sponsor's website is acceptable and not prohibited from any web page. Links to a sponsor's external website should open in a new window.
 - An advertisement on a university web site should consist of text or graphics that have been paid for by a non-university organization or are in exchange for goods and services.
- The following examples do not constitute a web advertisement:
 - General interest links to commercial web sites that may be of interest to web viewers and that are available free of charge (e.g., search services, Town of Blacksburg home page, area weather links, etc.);
 - Subscription services or site licenses that the university pays for to gain access to a commercial service (e.g., CollegeNET, etc.);
 - Icons that link to social media networks (e.g., Facebook, Twitter, YouTube, etc.);
 - Information that relates to or supports the teaching, research, or service mission of the university, such as academic departmental conferences; or,
 - Listings of sponsors for a special event.
- The Virginia Tech news website (<http://www.vtnews.vt.edu/>), and its corresponding products (a daily employee and subscription e-mail and a weekly student e-mail) can be used by campus departments and organizations to share information or promote non-commercial events. Information submitted must be relevant to the university community and/or occurring on university property.
- Refer to [University Policy 1030, Social Media Policy](#), for guidance on social media use.



3.3 Newspaper/Magazine/Brochure Racks and Boxes

3.3.1 Newspapers/Magazines/Brochures for Interior Locations

- Newspapers/magazines/brochures for interior distribution shall be placed only in racks or boxes within building interior spaces, to include lobbies and related public spaces. Racks will not be placed at exterior locations.
- A limited number of racks/boxes are available on a first-come, first-served basis by emailing Communications and Marketing in accordance with the advertising regulations in this policy.
- After approval from Communications and Marketing is received, the Building Manager or Department Representative shall determine locations for newspaper/magazine/brochure racks or boxes within the subject building.
- It is the responsibility of the newspaper/magazine/brochure provider to keep the materials in the racks or boxes orderly. Overflowing, scattered or unsightly materials may be removed and discarded by university custodial staff.

3.3.2 Newspapers/Magazines/Brochures for Exterior Locations

3.3.2.1 Locations

- Newspapers/magazines/brochures for exterior locations shall be placed only at the following locations:
 - East side of Kent Street in front of the northwest entry to Newman Library on the existing concrete pad;
 - West side of War Memorial Hall on the existing concrete pad; and
 - Northwest side of McBryde Hall on the existing concrete sidewalk.
- These sites will be limited to six boxes placed in single file, one row.
- Communications and Marketing shall determine which entities may use the boxes placed at these locations.
- It is the responsibility of the newspaper/magazine/brochure provider to maintain the appearance of the boxes.
- Bins shall be fully contained and self-closing to minimize litter.

3.3.2.2 Size

- The maximum dimensions for a single box are 50 inches high, 24 inches wide, and 24 inches deep.
- The owner of each box must post his or her name, address, telephone number and email address on the box in a readily visible location. Boxes may not be used for any other advertising or promotional purposes.

3.3.2.3 Placement

Should additional exterior locations be identified, boxes may not be placed:

- Within fifteen (15) feet of any fire hydrant;
- In any curb cut designed to facilitate street access by disabled persons or within two (2) feet of any such curb cut;
- Within any bus stop;



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- Within a crosswalk area;
- Within a corner area or within five (5) feet of any corner area;
- On any surface where such installation or maintenance will cause damage to or interference with the use of any pipes, vault areas, telephone or electrical cables or other similar locations;
- On, in or over any part of the roadway of any public street;
- Unless eight (8) feet of sidewalk width is preserved for unobstructed pedestrian passage;
- On any area of lawn, flowers, shrubs, trees or other landscaping or in such a manner that use of the box would cause damage to such landscaping;
- Where such placement, installation or maintenance endangers the safety of persons or property.

3.3.2.4 Enforcement

- If, after inspecting a box, Virginia Tech finds that it is not in compliance with this policy, Virginia Tech shall first notify the owner to correct the problem by sending a Notice of Correction. If the condition is not corrected, Virginia Tech will remove the box from the location.
- Additionally, Virginia Tech can remove a box from its location in the following circumstances:
 - Abandoned boxes: Virginia Tech can remove a box if the name, address or other identifying material of the box owner is not affixed to the box and the owner has not received written permission from Virginia Tech.
 - Emergency Circumstances: Virginia Tech can remove a box if it poses an imminent threat to public health or safety.
 - Construction: If a box is at a location to be used for public utility work, public transportation purposes, public safety purposes, or in connection with construction or a capital project, Virginia Tech must notify the owner to remove it. If the owner fails to remove the box within seven (7) days after notification, Virginia Tech may remove the box.
- Virginia Tech shall not be responsible for damage to any non-compliant box incurred during removal and/or storage.
- Virginia Tech will store removed boxes for thirty (30) days, during which time the owner may retrieve them. Unclaimed boxes will be disposed of in accordance with abandoned property rules administered by Surplus Property.

4.0 Definitions

Advertising/Advertisement - includes posting of signs or banners, the distribution of literature, electronic media, or any other form of public notice designed to sell goods or services or publicize an event.

Auxiliary organization/unit – self-supporting enterprises that provide goods and services to the university (or faculty, staff, and/or students) and that do not rely on state appropriations for operating support.

Commercial activity - any sale, solicitation, or promotion/marketing for the purpose of securing a profit or benefit for a non-university group, organization, or business.



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Fundraising activity - any activity which involves the solicitation or collection of monies that is specific in purpose, not for individual gain, non-recurring, and for the sole benefit of a specific nonprofit group or cause or the self-generated fundraising efforts of an officially listed student organization.

Individual activity – (a) the solicitation or sale of products, services or personal property; (b) the solicitation of orders for such products or services; or (c) the distribution of catalogs and literature promoting products or services by individuals, including university employees.

Informational activity - the distribution of literature and/or petitioning for signatures where no fee is involved nor donations or contributions are sought.

Nonprofit organization - public, governmental, and charitable organizations that can provide proof of their nonprofit status.

Campus Common Spaces - all lobbies, foyers, and atriums in student centers and university-owned or leased academic facilities; the Drillfield; and all other university-owned or leased outdoor campus space, except those managed by Virginia Tech Athletics, Recreational Sports, the Graduate Life Center, and the Moss Arts Center (see additional details in Policy 5000).

Officially listed student organizations – are defined by university policy 8010 and include: University Student Life Programs (USLP), University Chartered Student Organizations (UCSO), Registered Student Organizations (RSO), and Extended Campus Student Organizations (ECSO).

Sale - the activity of offering or exchanging products or services in return for monies, goods, or other services. This includes raffles or auctions.

Solicitation - the act of requesting money or funds for any reason, seeking agreement to pay, taking subscriptions, selling merchandise or services, seeking contributions of goods or services, offering materials or privileges to others via promotion or advertisement, or soliciting signatures for petitions.

Student – any individual currently enrolled and registered to attend Virginia Tech.

University facilities - any location, either permanent or temporary, owned or leased by Virginia Tech, and includes satellite campuses and offices. This includes, but is not limited to, the buildings, grounds, and the surrounding perimeters, including the parking lots, field locations, classrooms, alternate work or class locations, and university owned or leased vehicles.

University-affiliated individual – any individual who is a faculty or staff member, currently on the Virginia Tech payroll.

University-affiliated organization - (a) officially listed student organizations; (b) university-related Corporations; (c) university departments; and (d) those organizations comprised of faculty and staff and are administered through a college, administrative division, or department to complement the departmental mission.

University-related Corporations - Corporations authorized by the Board of Visitors to provide support for the university, i.e. the Virginia Tech Foundation, Inc., Virginia Tech Services, Inc., etc.



5.0 References

University Policy 1030, Social Media Policy

<https://policies.vt.edu/assets/1030.pdf>

University Policy 3005, University-Related Business Activities

<http://www.policies.vt.edu/3005.pdf>

University Policy 3006, Catering Policy

<http://www.policies.vt.edu/3006.pdf>

University Policy 3600, Funds Handling and Deposit of State and Local Funds

<http://www.policies.vt.edu/3600.pdf>

University Policy 3610, Accepting and Handling Payment Card Transactions

<http://www.policies.vt.edu/3610.pdf>

University Policy 5000, University Real Property (Building, Grounds, Infrastructure) Usage and Events

<http://www.policies.vt.edu/5000.pdf>

University Policy 5810, Mobile Food Vendors

<https://policies.vt.edu/5810.pdf>

University Policy 7000, Acceptable Use and Administration of Computer and Communication Systems

<http://www.policies.vt.edu/7000.pdf>

University Policy 8010, Classification of Student Organizations

<https://policies.vt.edu/8010.pdf>

University Policy 12100, Policy on Coordination of Private Fundraising

<http://www.policies.vt.edu/12100.pdf>

Student Code of Conduct

<https://codeofconduct.vt.edu/>

Virginia Tech Brand Center

<https://brand.vt.edu/>

6.0 Approval and Revisions

Approved July 3, 2012 by Vice President for Administrative Services, Sherwood G. Wilson.

- Revision 1
Technical updates to department and position titles and definitions.
Approved February 16, 2016 by Vice President for Administration, Sherwood G. Wilson.
- Revision 2
 - Addition of Section 4 related to Newspaper/Magazine/Brochure Boxes and Racks.
 - Additional parameters included in Section 3.2.2 regarding timeline for posting and removal of posted advertisements.

Approved February 17, 2017 by Vice President for Administration, Sherwood G. Wilson.



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- Revision 3
 - Incorporated section regarding bulletin boards into section regarding posted advertisements.
 - Added Section 3.2.3.1 Light Post Banners.
 - Technical updates to department and position titles, terminology, and definitions.
 - Added references to student code of conduct, university brand guidance, and university policies regarding student organizations, mobile food vendors and social media.

Approved August 25, 2020 by Senior Vice President and Chief Business Officer, Dwayne Pinkney.

- Revision 4
 - Technical updates to departments, position titles and hyperlinks.
 - Deleted the reference to the university's online calendar. As of September 18, 2023, login to calendar.vt.edu was disabled.

Approved March 10, 2025 by Vice President for Facilities, Dwyn Taylor.

Schedule D



STUDENT CODE OF CONDUCT



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I. Introduction

The Virginia Tech community is guided by the [university's motto](#), Ut Prosim (That I May Serve), and is based on the fundamental values expressed in the [Principles of Community](#): to nurture learning and growth for all community members, to encourage open expression, and to respect our differences and common humanity.

When a student accepts admission to Virginia Tech as an undergraduate, graduate, or professional student, they also accept membership in the university community and responsibility for upholding its shared values and expectations. The Student Code of Conduct outlines policies established by the university that set standards for students' behavior, along with procedures for adjudicating and sanctioning violations of these standards. The code applies to all students and student organizations at Virginia Tech, as defined in this document. The university reserves the right to make changes to the code at any time.

Authority to approve policies and procedures for student discipline, as outlined in the Student Code of Conduct, lies with Virginia Tech's governing body, the Board of Visitors, as authorized under the [Code of Virginia](#). The Vice President for Student Affairs has responsibility for the university conduct system, with direct supervisory oversight of disciplinary matters assumed by the Office of Student Conduct, under the direction of the Director of Student Conduct. The director serves as the Chief Student Conduct Officer for the university.

The Student Code of Conduct does not apply to matters of academic integrity. For information on policies and procedures related to student academic integrity, please refer to the following:

- [Undergraduate Academic Integrity](#)
- [Graduate Honor System](#)
- [Doctor of Veterinary Medicine Honor Code \(Virginia-Maryland School of Veterinary Medicine\)](#)
- [Doctor of Medicine Honor Code \(Virginia Tech Carilion School of Medicine\)](#)

The Office of Student Conduct and the University Conduct System

The Student Code of Conduct is overseen by the [Office of Student Conduct](#).

The university's conduct system supports the educational mission of the university by educating students about appropriate behavior and fostering a community in which students can flourish academically and personally.

The system assumes that students and student organizations have the capacity to assume responsibility for their own behavior and that the university has the authority to establish an internal structure for the enforcement of its policies and procedures, which students have agreed to accept by enrolling in the university. As part of its authority, Student Conduct may suspend or dismiss students from the university.

Conduct matters are addressed by Student Affairs professionals who have been appointed as hearing officers by the Director of Student Conduct. These individuals each have significant education and training on student development, student discipline, and university policies and procedures.

Additional Community-Specific Regulations

As part of their education and life at Virginia Tech, students may also be involved in organizations, programs, or other entities for which additional and separate standards and policies, including potential sanctions for violations, have been established. Students should be aware of additional policies that may apply to their involvement in certain programs, organizations, or communities, including but not limited to students in the [Corps of Cadets](#), [student athletes](#), members of [certain Greek-letter organizations under the Office of Fraternity and Sorority Life](#), and students in certain colleges or programs, such as the [Virginia Tech Carilion School of Medicine](#) or the [Virginia-Maryland College of Veterinary Medicine](#).

These policies and processes do not supersede a student's responsibilities under the *Student Code of Conduct*. In situations involving potential violations of policies in the *Student Code of Conduct* and community-specific policies, the student is accountable first to the university's *Code*. Additional sanctions may be issued by programs/organizations that address a student's participation or membership in those communities, specifically. Student Conduct is responsible for coordinating adjudication processes with these various entities, when appropriate.

II. Student Rights and Responsibilities

As individuals, Virginia Tech students enjoy basic rights. As members of the university community, they also accept certain responsibilities.

Rights

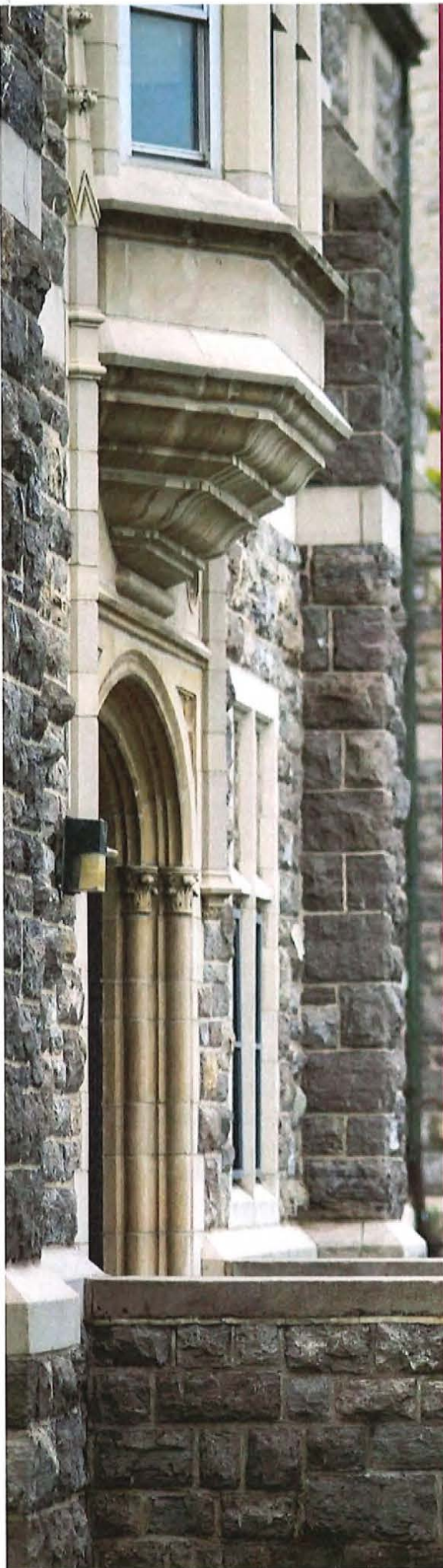
1. Students at Virginia Tech will be treated fairly and with dignity regardless of age, color, disability, sex (including pregnancy), gender, gender identity, gender expression, genetic information, national origin, political affiliation, race, religion, sexual orientation, or military status as described in [university policy 1025](#).
2. Students at Virginia Tech enjoy those rights guaranteed by the Constitutions of the United States and the Commonwealth of Virginia as applicable. This includes activities protected under the First Amendment. In accordance with the Code of Virginia, incidents of disruption of constitutionally protected speech may be reported via the [Speech on Campus webpage](#).
3. The Student Code of Conduct and the policies and procedures it outlines, under the administration of the Office of Student Conduct, provides an administrative process for resolving allegations of misconduct. This process includes certain procedural guarantees to ensure that students receive a fair and equitable resolution.

Schedule E



VIRGINIA TECH[®]

**2025-26
VIRGINIA TECH FACULTY
HANDBOOK**





2025-26 VIRGINIA TECH FACULTY HANDBOOK

Approved June 3, 2025; Revised August 20, 2025

Virginia Tech Board of Visitors

Office of the Executive Vice President and Provost

Office of Vice President for Policy and Governance

This document is subject to change. Please refer to the provost's website for the most recent Faculty Handbook information.

University policies are available online, as are many important procedures maintained by the Procurement Department, Human Resources, and the Controller's Office websites are updated as policies and procedures change. Please refer to them for issues not addressed in the Faculty Handbook.

Virginia Tech does not discriminate against employees, students, or applicants on the basis of age, color, disability, sex (including pregnancy), gender, gender identity, gender expression, genetic information, national origin, political affiliation, race, religion, sexual orientation, or veteran status; or otherwise discriminate against employees or applicants who inquire about, discuss, or disclose their compensation or the compensation of other employees or applicants; or any other basis protected by law.

Faculty have the responsibility to be fully acquainted with and to comply with this handbook and the relevant policies of Virginia Tech.

CHAPTER TWO: ALL FACULTY

2.0 Employment Policies for All Faculty

Faculty employment policies and appointments are under the purview of the Board of Visitors.

2.0.1 Virginia Tech Statement on Freedom of Expression and Inquiry

Virginia Tech unequivocally commits to upholding freedom of speech and academic freedom.

Virginia Tech affirms the rights guaranteed by the First Amendment of the U.S. Constitution, including the right to freedom of speech. The First Amendment requires the university to protect the expression of ideas and opinions, including those that people may find controversial, disagreeable, or offensive. Freedom of speech, like all rights in the Constitution, is not absolute. While most speech is protected by the First Amendment, it does not protect speech or actions that violate the law, such as incitement, defamation, threats, privacy violation, or intellectual property infringement, nor does it protect against unlawful harassment or discrimination. In addition, the First Amendment allows the university to regulate the time, place, and manner of expression. At Virginia Tech, freedom of speech should be exercised in a manner that ensures a learning environment that supports and promotes civil debate and mutual respect across differences.

Academic freedom, free expression, and open inquiry are core principles of higher education. Academic freedom enables scholars to conduct research, teach, speak, and publish within an area of expertise without interference or penalty. Academic freedom is essential to create and disseminate knowledge with the mission of improving the quality of life and the human condition within the Commonwealth of Virginia and throughout the world. Virginia Tech must ensure that all members of the university community can ask questions, listen to others, and learn through exposure to a range of ideas from a diverse community of scholars. Virginia Tech is committed to defending academic freedom and freedom of speech while providing a diverse and inclusive learning and work environment.

2.0.2 Annual Evaluation and Salary Adjustments

The Board of Visitors delegates the authority to the president or the president's designee for selected faculty appointments and compensation actions as outlined in the Amended Delegation of Authority for Selected Personnel Actions dated June 11, 2024.

The Board of Visitors annually approves a faculty compensation plan, including the authorization of an annual merit process guided by the university's Faculty Handbook and processes provided by the commonwealth. The faculty compensation plan provides information about the promotion and tenure process; the annual evaluation and salary adjustment process for teaching and research (T&R) faculty, administrative and



Speech on Campus

Read about first amendment rights, related resources and report incidents of disruption below



First Amendment

"Congress shall make no law respecting an establishment of religion, or prohibiting the free exercise thereof; or abridging the freedom of speech, or of the press; or the right of the people peaceably to assemble, and to petition the Government for a redress of grievances."

— The First Amendment to the U.S. Constitution

Our Responsibility

As an academic community, Virginia Tech values the rights guaranteed by the First Amendment of the United States Constitution and does not intend to restrict the exercise of these rights. However, all members of the university community are responsible for respecting conditions that preserve the freedom to learn. Protected activities do not violate university policy unless they interfere with university functions, violate the rights of others, or otherwise break the law.

If you would like to report an incident of disruption of constitutionally protected speech, you may fill out the form below

Reporting an Incident

To report an incident of disruption of constitutionally protected speech, please access the form below:

[Free Speech Reporting Form](#)

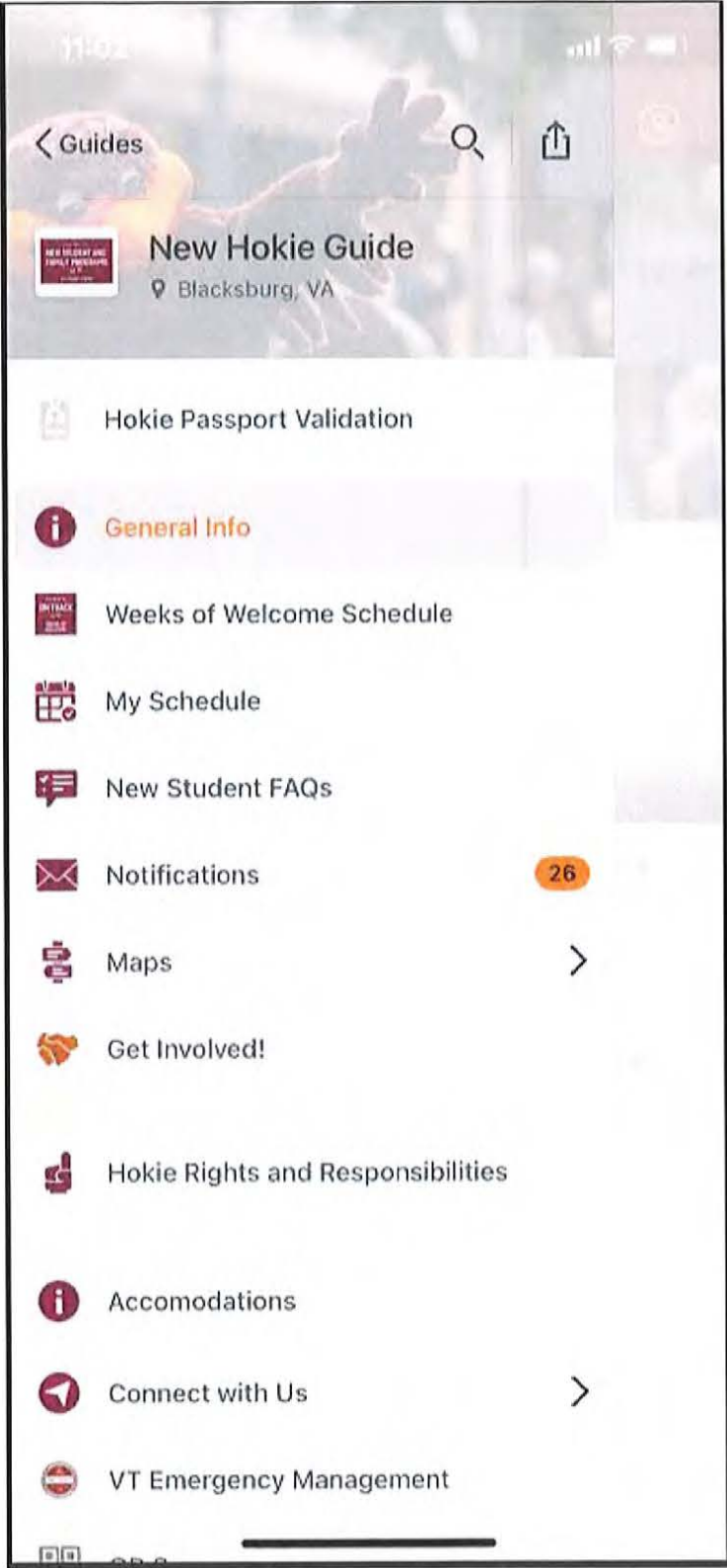
For questions about reporting an incident of disruption to constitutionally protected speech, contact the Office for Civil Rights, Compliance and Prevention Education at civrights@vt.edu.

Related Resources

- [Policy No. 1025 – Policy on Harassment, Discrimination, and Sexual Assault](#)
- [Policy No. 5000 – University Real Property \(Building, Grounds, Infrastructure\) Usage and Events](#)
- [Policy No. 5215 – Sales, Solicitation and Advertising on Campus](#)
- [Speech on Campus Flyer](#)
- [Student Code of Conduct](#)
- [Faculty Handbook](#)
- [Academic Freedom and Free Speech](#)
- [Virginia Tech Guidelines on Time, Manner, Place](#)

In accordance with [§23-1-4011 Restrictions on student speech, limitations of the Code of Virginia, as amended](#), our annual compliance report can be found [here](#).

Schedule G



11:02



Details



Free Speech on Campus

Select the PDF Below to learn more about the VT Free Speech Policy.

PDFS

Free Speech on Campus





1 of 1



Speech on Campus

"Congress shall make no law respecting an establishment of religion, or prohibiting the free exercise thereof, or abridging the freedom of speech, or of the press; or the right of the people peaceably to assemble, and to petition the Government for a redress of grievances." - The First Amendment to the U.S. Constitution

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RELATED POLICIES

No. 3025 - Policy on Harassment, Discrimination, and Sexual Assault

No. 5000 - University Facilities Usage and Event Approval

No. 5215 - Sales, Solicitation and Advertising on Campus

Hokie Handbook (Student Handbook)

Faculty Handbook

REPORT AN INCIDENT

If you would like to report an incident of disruption of constitutionally protected speech, you may fill out the "Report an Incident" form on the webpage below.

MORE INFORMATION

To learn more, please visit our Speech on Campus webpage.

policies.vt.edu/speechoncampus



11:02



Hokie Rights and Responsibilit...



 Search list...

Hokies Don't Haze >

Free Speech on Campus >

What is Human Trafficking? >

How to Report Human Trafficking >

Student Code of Conduct >

SAFETY AND POLICIES @ HOME

Hokie Rights and Responsibilities

To preserve its worth and value, Hokies must protect the integrity and experience of the community through established policies and procedures.


Student Code of Conduct

The [Student Code of Conduct](#) outlines policies established by the university for behavior standards and identifies procedures for handling violations. These are standards set to ensure the safety and well-being of all students. It is the responsibility of every student to read and know the policies outlined in the Student Code of Conduct.

- + HIGHLIGHTED POLICIES
- + HOKIES DON'T HAZE
- + SRBI

Other Rights and Responsibilities:

- + FREE SPEECH
- + FERPA



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Preview Mode Full Screen

SAFETY AND POLICIES @ HOME and policies and procedures.

Student Code of Conduct

The [Student Code of Conduct](#) outlines policies established by the university for behavior standards and identifies procedures for handling violations. These are standards set to ensure the safety and well-being of all students. It is the responsibility of every student to read and know the policies outlined in the Student Code of Conduct.

- + HIGHLIGHTED POLICIES
- + HOKIES DON'T HAZE
- + SRBI


Other Rights and Responsibilities:

- X FREE SPEECH**

All members of the university community are responsible for respecting conditions that preserve the freedom to learn. Activities that interfere with university functions, dismiss the rights of others, or break the law violate university policy.

- To report an incident, [click here](#)
- For more information, [click here](#)

- + FERPA



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**Certification of § 23.1-401.1. Constitutionally protected speech;
policies, materials, and reports; report**

I hereby acknowledge that Virginia Tech is in compliance with Section C:

“Each public institution of higher education shall develop materials on the policies established pursuant to subsection B and notify any employee who is responsible for the discipline or education of enrolled students of such materials.”

Kim O'Rourke

Kim O'Rourke
Vice President for Policy and Governance

November 21, 2025

Schedule I

What to know about speech on campus



From: Office of the Vice President for Policy and Governance

As an academic community, Virginia Tech values the rights guaranteed by the First Amendment of the United States Constitution and does not intend to restrict the exercise of these rights. However, all members of the university community are responsible for respecting conditions that preserve the freedom to learn. Protected activities do not violate university policy unless they interfere with university functions, violate the rights of others, or otherwise break the law.

To learn more about speech on campus, including related campus policies, or to find printable materials regarding speech on campus, visit the Virginia Tech [Speech on Campus](#) webpage.

Questions? Contact the Office of the Vice President for Policy and Governance at (540) 231-6232 or vpog@vt.edu.

Tags:

CAMPUS EXPERIENCE

POLICY AND GOVERNANCE

UNIVERSITY OPERATIONS

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Published 11/10/2025

Schedule J

No complaints were filed in a court of law since December 1, 2024, to initiate a lawsuit against Virginia Polytechnic Institute and State University (Virginia Tech) or an employee of Virginia Tech in his or her official capacity for an alleged violation of the First Amendment to the United States Constitution.