



### **Public use of VCFA Facilities:**

It is the policy of the College that all VCFA-managed facilities be utilized primarily in pursuit of its educational and artistic mission, and secondly be made available, by contract, to others for uses compatible with the Colleges' educational and community service goals, and its public image.

Any organization seeking to use a Campus facility is required to enter into a contractual agreement with VCFA through the Event Management Office. This contract explicitly covers topics including required insurances, supervision and liabilities. It also states that the event is not associated with nor sponsored by VCFA and that VCFA assumes no risk associated with the event.

### **When can I rent spaces at VCFA?**

We schedule business, community and special events around our academic calendar throughout the year. Normal business hours are 9:00am -5:00pm Monday-Friday (except for holidays). The campus may be used on a weekend but requires additional fees.

### **Do you have any black –out dates?**

Yes, there are certain times of the year when we are fully booked or we have limited options. We are generally booked during our academic session, from mid June through mid August, October, late December through mid February and April. Additionally, we host academic conferences throughout the year – please inquire on specific dates.

### **How much does it cost to rent your facility?**

Room descriptions, pricing and photographs of rental rooms can be found at <http://vcfa.edu/host-event/meeting-rooms>

### **Do you offer discounts for non-profits?**

VCFA pricing was developed for non-profit and government organizations, therefore our prices are already discounted.

### **What is the deposit required to reserve the space?**

A 25% non-refundable deposit is required for special events and we ask for full payment one week prior to the event.

### **Do you require a damage deposit?**

Yes. For Special events we require a \$500 damage deposit.

Damage to VCFA property as a result of a group function will be at the organizations (renters) expense. VCFA cannot be held responsible for lost or damaged items used before, during, or after an event.

**Are their noise regulations for using the space?**

Yes. Music and loud noise are required to end by 9pm.

**Are there any restrictions on event start and end time?**

Yes. Events can start as early as 8am and need to end by 11:00pm (*including breakdown*)

**Can we bring our own caterer or food for our event?**

Yes. You can use a caterer of your choosing but they need to schedule a site visit and be approved by the VCFA Director of Event Management. All caterers must provide a certificate of liability.

**Can we provide our own Alcohol for our event?**

Due to Vermont State liquor laws and VCFA policy, individuals are not allowed to bring their own alcoholic beverages. Anyone renting space at VCFA who would like to serve alcohol needs to contract with a licensed caterer and submit a permit for the day of event

**Do you allow smoking?**

Guests of VCFA wishing to smoke must use designated outdoor locations. There is no smoking within any campus building.

**Are we allowed to light candles in your facility?**

No. Candles or open flame are not allowed in our buildings.

**Are their restrictions on decorations at your facility?**

Yes. All decoration should be table top.

Glitter, hay, confetti, tinsel or other loose items scattered on the floor, walls, windows, or other area are not permitted. Nothing may be taped, tacked, or in any way affixed to the facility's glass, walls, doors, or ceilings on any interior or exterior surface of the facility without prior approval. Exhibitors are responsible for the removal of booth-marking tape, carpet tape, and tape residue left on floors. Failure to remove tape or tape residue will result in labor and materials charges assessed against the user. No screws, nails etc. may be driven into any part of the facility.

VCFA policy prohibits the covering of building signage, art, emergency procedures, or other building surfaces without written prior permission.

**Is there a charge for setting up/decorating the day before?**

If room is available, we charge a ½ day rental rate.

**Can you hold a date for my event?**

We will hold a date for ten days. After that, the date will be released unless a signed contract and non-refundable deposit is received.