

# VERMONT TECH

## Manual of Policy and Procedures

<i>Title:</i>  <b>Facilities Reservations</b>	<i>Number:</i> <b>T 604</b>	<i>Page(s):</i> <b>2</b>
	<i>Date:</i> <b>November 2009</b>	

### STATEMENT OF POLICY

#### Exceptions Guidelines for Reduced Rates or Free Space

##### VERMONT TECHNICAL COLLEGE (*college related business only*)

- Group size should meet the following minimums where possible:
  - Langevin 103 – 25 individuals
  - Red School House – 2nd Floor – 30 individuals
  - Morey Lounge – 25 individuals
- No room, set up or equipment charges
- One-Year advance booking **except for Academic Calendar events** that have no advance booking time restrictions.

##### VERMONT TECHNICAL COLLEGE employees scheduling (*outside group meetings*)

- Full charges for room, set up, equipment and food apply, billed to organization holding meeting or to the budget of the reserving Vermont Tech division.
- One-Year advance booking
- Group size should meet minimums above

##### VERMONT INTERACTIVE TELEVISION

##### VERMONT MANUFACTURING EXTENSION CENTER

##### VERMONT SMALL BUSINESS DEVELOPMENT CENTER

- In-house meetings
  - No room, set up or equipment charges
  - One-Year advance booking
  - Group size should meet minimums above if possible
- Events with registration fee & outside groups
  - Room, set up and equipment charges apply
  - One-Year advance booking
  - Group size should meet minimums above if possible

##### VERMONT STATE COLLEGES

##### TOWN OF RANDOLPH, EAST RANDOLPH & RANDOLPH CENTER

##### LOCAL NON-PROFIT/NON-POLITICAL ORGANIZATIONS

- No room charge
- Set up and equipment charges apply

- Up to 3 months advance booking
  - To book further in advance, room charge will apply
- Group size must meet room minimums above

#### ALL OTHER VERMONT NON-PROFITS

- Room charge: 50% discount
- Set up and equipment fees apply
- Group size must meet minimums above

#### POLICY MODIFICATION HISTORY

I. The following dates reflect chronological changes made to this policy which are henceforth considered depreciated.

- a) February 2005
- b) November 2009

Signed By:  Patricia Moulton President
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