

VIRGINIA STATE UNIVERSITY

PETERSBURG, VA 23806

Department of Student Activities
(804) 524-5645

FAX (804) 524-5517



Date: Saturday, October 25, 2025

To: Homecoming Hospitality Applicant

From: 2025 Homecoming Committee

RE: Homecoming Hospitality Space/Tailgate and Step Areas

Homecoming Hospitality Spaces for VSU Student Organizations

Hospitality spaces for undergraduate-hosted areas are designed to invite alumni, family, and friends to engage during Homecoming. The Homecoming Committee has designated specific outdoor areas as Hospitality spaces and for post-game Block shows.

Guidelines

- Undergraduate hospitality spaces are available from 9:00 am – 6:00 pm.
- Student organizations are only allowed to use spaces allotted and approved by the Department of Student Activities for Homecoming. Once your organization has been designated a hospitality space, we ask that you please remain in your assigned area.
- All spaces must be cleaned and vacated by 6:30 pm.

Fees

Undergraduate hospitality space/tailgate occupants will be required to pay a Hospitality Space Fee of \$300. Spaces are assigned based on the order in which payments are received. Please note that space is limited.

- ∞ A payment link will be emailed to applicants after the application has been completed and approved.
- ∞ Payments must be received on or before September 19, 2025, to confirm your space.
- ∞ After September 3rd, the fee increases to \$450.
- ∞ Requisitions and/or payments will not be accepted after October 3, 2025.
- ∞ Walk-ups are not allowed on the day of Homecoming.

Fraternities and Sororities

Fraternities and sororities have been assigned particular outdoor areas on campus for tailgating, stepping, and singing of “circle songs.” If another organization has begun their “circle song” in your designated area, please wait respectfully until they are finished before you start your celebration. There is no cost to utilize the space for stepping.

If you have any questions or need additional information, please contact Casey Perry at cperry@vsu.edu.

Homecoming Hospitality Spaces for Non-VSU Organizations

A limited number of hospitality spaces will also be offered to organizations not associated with Virginia State University. We welcome former and non-Trojans to participate in VSU Homecoming. If you are interested in reserving a Hospitality Space for your organization, please complete the application after reading the information below.

Guidelines

Once your organization has been designated a hospitality space, we ask that you remain in the area assigned to you.

- Hospitality spaces are available from 9:00 am – 6:00 pm.
- All spaces must be cleaned and vacated by 6:30 pm.
- Non-VSU affiliated organizations are only allowed to use spaces allotted and approved by the Department of Student Activities for Homecoming. Once your organization has been designated a hospitality space, we ask that you please remain in your assigned area.

Fees

Guest Hospitality Space/Tailgate occupants will be required to pay a Hospitality Space Fee of \$600. Spaces are assigned based on the order in which payments are received. Please note that space is limited.

- A payment link will be emailed to applicants after the application has been completed and approved.
- Payments must be received on or **before October 10, 2025**, to confirm your space.
- Requisitions and/or **payments will not be accepted after October 10, 2025**.
- Walk-ups are not allowed on the day of Homecoming.

If you have any questions or need additional information, please contact Casey Perry at cperry@vsu.edu.

Virginia State University

Homecoming 2025

Hospitality Space Reservation Form

Please complete the below information and submit the application and payment by Oct. 10, 2025

Name of Organization:

Contact Name:

Contact Phone Number:

Contact Email:

2. Estimated Attendance:

Number of Chairs:

Number of Tables

3. Food: ☐ Yes ☐ No

4. Music: ☐ Yes ☐ No (No profanity or vulgar language. Please use radio clean version. DJs are allowed and must abide by music expectations)

5. Grill: ☐ Yes ☐ No (Grills are not permitted for use indoors. All grilling activities must fit in the approved allotted spaces.)

6. Tent: ☐ Yes ☐ No Permit attached (for tents larger than 300 square feet) ☐ Yes ☐ No

Tents cannot exceed 20ftX20ft per organization. Tent permit must be turned in with application for review.

7. Preferred location #1 _____

8. Preferred location #2 _____

The hours for use for the hospitality area are **9:00 am – 6:00 pm**. All participants must clean and vacate the assigned area by **6:30 pm**. You may decorate this area under the following guidelines:

Balloons must have weights or be tied to centerpieces/chairs. Tape, nail, or thumb-tacking any items to the floor, wall, or ceiling are prohibited. You may not use the ceiling fixtures to hang or otherwise attach items. Please note that all student union facilities prohibit any types of candles, lanterns, or open flames.

The following is a list of additionally banned decorations from all buildings indoors:

- Incense
- Fog and smoke/haze machines
- Glitter, confetti, and sand

The area must be cleaned up immediately after your celebration. Cleaning your assigned hospitality space includes tables and chairs in the original setup when you arrived and removing trash from the assigned area to the trash receptacles outside. Failure to do so can result in a **minimum \$150.00 cleaning/damage fee** that will be assessed to your organization and may result in the organization being banned from obtaining a hospitality space the following year. **There will be a fine of \$500 for violations.**

By signing this document, my organization agrees to abide by the above guidelines

Organization Representative

Signature

Date

Make Checks payable to: Virginia State University - Department of Student Activities P.O. Box 9076 Virginia State University, VA 23806

PLEASE NOTE THE FOLLOWING:

Selling and distribution of alcohol and tobacco are prohibited.

Spaces Available:

All stage permits must be turned in to Studentactivities@vsu.edu and cperry@vsu.edu by September 3, 2025.

NO Bands

NO Distribution or Selling of Alcohol is Not Permitted

NO Distribution or Selling of Tobacco Products

DJs are permitted

Upon receipt of payment, we will confirm the space reserved for your organization. Efforts will be made to keep an organization's usual outside space. Spaces will be identified behind Foster Hall and along University Avenue.

All other spaces must be approved by the Department of Student Activities and the Homecoming Committee.

Spaces are allocated on a first-come, first-served basis based on the receipt of emails with the correct attachments, such as receipts and applications. Only approved applications will be allowed to set up on campus.

A diagram will be communicated to all approved applications for space identification.

By signing below, you have read and understand the requirements and expectations for Homecoming 2025 Hospitality Space/Tailgate included in this document Failure to adhere to the

requirements will result in an end to the event and fines.

Advisor Signature: _____

President Signature: _____

Virginia State University

Homecoming 2025

OUTDOOR HOSPITALITY GUIDELINES

Homecoming is always an exciting time of the year for alumni, students, and friends. However, while it is a fun and celebratory occasion, we must keep safety at the forefront of our minds. Virginia State University has a limited amount of preapproved outdoor hospitality areas. Once the hospitality space is approved, the organization will receive a letter of confirmation. Organizations must present the letter of confirmation when requested by University officials on the day of homecoming.

TENTS:

1. Tents larger than 300 square feet require a permit that must be available for viewing by the University Safety Officer at the location of the structure. Tents without appropriate permits shall be removed immediately. Tents cannot exceed 20X20ft.
2. All tents must be secured to the ground via staked, sandbagged and/or bottled water. The security of the tent will be inspected by the University's Safety Officer upon set up.
3. All tents and EZ UPS must be certified fire retardant, with a label affixed to the seam of the canopy showing the certification.

MUSIC:

1. No profanity or vulgar language. Please use radio-edited versions.
2. It is recommended that the choice of music respects the Trojan culture.

OUTDOOR GRILLING:

1. Grills are allowed in the preapproved hospitality areas.
2. Grills must be placed a minimum of **20 feet from the nearest building,** tents, and E-Z UPS, and well away from overhead combustible surfaces, dry leaves or brush, overhanging branches, and under a tent.
3. All parts of the unit are firmly in place, and the grill is stable.
4. Keep children away from the grill area.
5. Have a fire extinguisher on hand.

CLEAN UP:

1. The organization is responsible for ensuring their immediate area remains clean and orderly. Large garbage bins are located around campus for trash disposal.

STATE GUIDELINES

2403.9 Anchorage required. Tents or membrane structures and their appurtenances shall be adequately roped, braced and anchored to withstand the elements of weather and prevent against collapsing. Documentation of structural stability shall be furnished to the fire code official upon request.

2404.3 Label. Membrane structures or tents shall have a permanently affixed label bearing the identification of size and fabric or material type.

2404.4 Certification. An affidavit or affirmation shall be submitted to the fire code official and a copy retained on the premises on which the tent or air-supported structure is located. The affidavit shall attest to the following information relative to the flame propagation performance of the fabric.

1. Names and addresses of the owners of the tent or air-supported structure
2. Date the fabric was last treated with flame-retardant solution.
3. Trade name or kind of chemical used.
4. Name of person or firm treating the material.
5. Name of testing agency and test standard by which the fabric was tested.

2404.7 Open or exposed flame. Open flame or other devices emitting flame, fire or heat or any flammable or combustible liquids, gas, charcoal or other cooking device or any other unapproved devices shall not be permitted inside or **located within 20 feet of the tent or membrane structures while open to the public** unless approve by the fire code official.

904.11.5 Portable fire extinguishers for commercial cooking equipment. Portable fire extinguishers shall be provided within a **30 foot travel distance of commercial-type cooking equipment.** Cooking equipment involving vegetable or animal oils and fats shall be protected by a Class K rated portable extinguisher.

All codes are from the 2021 Statewide Fire Prevention Code. The Safety Office can be reached at (804) 524 5222 for questions concerning the codes. The University Safety Officer will inspect the hospitality area to ensure safety codes are met.

SPECIAL INFORMATION

Please refer to the information below to assist with identifying the label and information you should have attached to canopies and tents having the correct classification for flame retardant and in the paper documentation that is included with your EZ UP in the box.

You will find additional documentation to assist those groups with larger grills on trailers the proper devices to use to stabilize your wheels from rolling before you prep for cooking activities.

Right-click to open and review the below attachments to ensure you are in compliance.



Picture of Fire
Compliance Label Af



Professional_Fire_L
abel__0715.pdf



Recreational_Fire_C
ertification_2022.pd



Wheel Chocks and
Proper Placement.pc