

VIRGINIA STATE UNIVERSITY  
PETERSBURG, VA 23806

Department of Student Activities  
(804) 524-5645

Date: Saturday October 12, 2024

To: Homecoming Hospitality Applicant

From: 2024 Homecoming Committee

RE: Homecoming Hospitality Space/Tailgate and Step Areas



Hospitality spaces are undergraduate hosted spaces to invite alumni, family and friends to engage during Homecoming. The Homecoming Committee has designated specific areas for Hospitality Rooms and the post-game Block shows. Due to limited space availability, all organizations and groups should remain in their assigned areas. The hours for use for your hospitality area are **9:00 am – 6:00 pm**. All participants must clean and **vacate the assigned area by 6:30 p.m.** Student organization are only allowed to use rooms and spaces allotted and approved by the Department of Student Activities for homecoming.

Undergraduate Hospitality Space/Tailgate occupants will be required to pay a Hospitality Space Fee of \$200 and will be assigned to a space according to when payment is received. Note that space is limited.

Guest Hospitality Space/Tailgate occupants will be required to pay a Hospitality Space Fee of \$550 and will be assigned to a space according to when payment is received. Note that space is limited.

**Payment link will be provided by email after completed and approved application to all approved applicants.**

Money is to be received on or **before September 3, 2024** to the above address before the organization is confirmed a room. After September 3<sup>rd</sup>, the fee increases to \$350. Requisitions and/or **payment will not be accepted after September 18, 2024**. Walk-ups are not allowed on the day of homecoming.

**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 respectfully wait until they are finished before you begin 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](mailto:cperry@vsu.edu).

# Virginia State University Homecoming 2024 Hospitality Room Reservation Form

Please complete the below information and submit the application and payment by October 4, 2024.

1. 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. DJ's 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. Hospitality Room Receipt Attached:  Yes  No
8. Preferred location #1 \_\_\_\_\_
9. 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 **6:30p.m.** 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 any types of candles, lanterns, or open flames are prohibited from all student union facilities.**

The following is a list of additionally banned decorations from the 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 room includes table and chairs in the original setup when you arrived and the removal of trash from the assigned room to the trash receptacles outside. **A minimum \$150.00 cleaning/damage fee** will be assessed to your organization and may result in the organization being banned from obtaining a hospitality room 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*

*“VSU: Education, Research and Community Service in Central and Southside Virginia...”  
An Equal Opportunity Employer/Equal Access Institution*

\_\_\_\_\_  
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 is prohibited.**

Spaces Available:

All stage permits must be turning in to [Studentactivities@vsu.edu](mailto:Studentactivities@vsu.edu) and [cperry@vsu.edu](mailto:cperry@vsu.edu) by September 3, 2024.

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 organizations usual outside spaces. 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.

The spaces are first come, first serve receipt of email with the correct attachments as in receipt and application.

Only approved applications will be allowed to set-up on campus.

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

***By signing below, you have read and understand the requirements and expectations for Homecoming 2024 Hospitality Space/Tailgate included in this document.***

*Failure to adhere to the requirements will results in cease of event and fines.*

Advisor Signature: \_\_\_\_\_

President Signature: \_\_\_\_\_

# Virginia State University

## Homecoming 2024

### OUTDOOR HOSPITALITY GUIDELINES

Homecoming is always an exciting time of the year for alumni, students, and friends. While it is a time of fun we must keep in mind safety. Virginia State University allows limited preapproved outdoor hospitality areas to Fraternities and Sororities. Once the hospitality space is approved, the organization will receive a letter of confirmation. The organization's letter of confirmation must be available to present 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 on location of the structure. Tents without appropriate permits shall be removed immediately.
2. All tents must be secured to the ground via staked, sandbagged and/or water bottled. 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, having 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 EZ 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 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 approved 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.**



Picture of Fire  
Compliance Label At



Professional\_Fire\_L  
abel\_\_0715.pdf



Recreational\_Fire\_C  
ertification\_2022.pd



Wheel Chocks and  
Proper Placement.pc