



### **Policy 10: Support for Events and Seminars at the Virginia Tech Northern Virginia Center**

All Northern Virginia Center events must be sponsored or co-sponsored by an officially registered Virginia Tech student organization or university department, college, or administrative entity.

All events and seminars must be supported by either Northern Virginia Center staff, program personnel, or university host Outreach Program Development staff.

If Facilities personnel are not available to support an event, the department or office sponsoring the event will provide full time VT personnel to open and close rooms, and serve as the contact for arrangements and support.

If space at the Northern Virginia Center is requested for use during weekends, support must be provided through a department at the Northern Virginia Center, or they must arrange for sponsorship through Outreach/CPE Program Development. The Northern Virginia Center is closed on Sundays. There is no Facilities classroom support on Saturdays.

Guard service is on site during building hours and the guards are easily accessible via telephone or in person. The guard station is located on the second (main) floor of the building, between the front and side entrances of the center. The guards also perform scheduled rounds of the Northern Virginia Center building and the surrounding grounds.

Phone numbers for the guards are listed below and posted on bulletin boards located around the NVC.

- Cell Phone: (571) 585-0006 (1<sup>st</sup> number to call since guards take cell phone on rounds)
- Desk Phone: (703) 237-3170

In the event of a life-threatening emergency, call **911** immediately.

Northern Virginia Center physical address is **7054 Haycock Rd. Falls Church, Virginia 22043.**

If emergency 911 personnel are contacted, a follow-up should be made immediately with security guards and/or the Virginia Tech Facilities manager (703) 538-8316, Room 406.

Non-emergency contacts in our area are listed below and posted through the center:

- Falls Church Police Non-Emergency number: (703) 241-5053
- Fairfax County Non-Emergency number: (703) 691-2131

**Security Awareness Notice**

The Northern Virginia Center is an open building, across from the West Falls Church Metro.

- Office doors must be locked whenever they are vacant
- Personal belongings must be guarded at all times
- Unusual activity should be reported to the security guard
- If someone appears to be out of place, is roaming, or appears to be canvassing areas of the Northern Virginia Center, alert the security guard

April 2016