



Policy 2: Virginia Tech Faculty and Staff Use of the Northern Virginia Center

Any Virginia Tech faculty or staff member can reserve classrooms or meeting space at the Northern Virginia Center, provided space is available and does not disturb the structure of the regular Graduate School class times (4:00 – 6:50 p.m. and 7:00 – 9:50 p.m.).

This policy is to assist those outside the National Capital Region who may not realize that the Northern Virginia Center does not have the staffing to handle catering, office assistance or extensive room changes. It also provides a policy by which faculty and staff outside the National Capital Region can make necessary arrangements.

Faculty and staff within the National Capital Region

Rooms are reserved in the same way that Northern Virginia Center faculty and staff reserve them, and the same level of service will be provided to Northern Virginia Center faculty and staff.

Faculty and staff from the Blacksburg campus or other locations in Virginia

If the person requesting space has a department or college represented in the Northern Virginia Center, all arrangements should be made through the department's program assistant. For example, if a faculty member in Blacksburg's Adult Learning Program wishes to hold a meeting or teach a class at the Northern Virginia Center, the request and arrangements are made by the Adult Learning Program at the Northern Virginia Center, through Michele Eldredge.

If the person making the request does not have a department or college represented in the Northern Virginia Center, all arrangements should be made through the office of the Associate Dean of the Graduate School/Director of the Northern Virginia Center. For example, if a contact is made by an assistant in the Provost's Office who wishes to schedule a meeting at Northern Virginia Center, the person is referred to the office of the Associate Dean/Director.

Outside groups affiliated with Virginia Tech faculty and staff

Space may be provided to organizations if

1. The organization is not charging money for participants to attend the meeting.
2. The affiliated faculty or staff member serves as the sole point of contact and is on-site with the group at the time of the meeting.

If these provisions cannot be met, the organization will be referred to Outreach Program Development.

July, 2010