

Parking

All visitors (including those dropping off / picking up participants) are expected to follow parking rules and regulations established by the Parking Services, which includes displaying a parking pass while on-campus. The College will provide Group Leaders with an electronic version of the temporary guest parking pass. It is the responsibility of the Group Leader to inform participants of parking policies and distribute passes to their participants prior to their arrival on campus. Current William and Mary faculty and staff signing the service agreement as a representative of a Program are bound by parking policies for faculty and staff and should refer to applicable parking regulations.

Promotion

The College reserves the right to review and approve any and all information which mentions The College of William and Mary. This includes all advertising and promotional materials, including those distributed electronically and websites, as well as materials produced for attendees. The College's name may only be used for reference of event location and may not be included in a manner that infers that the College is a sponsor or co-sponsor or in any way affiliated with the Program.

Uses of the College's logo or other such visual identity symbols are also strictly prohibited unless prior written approval is obtained from the College's Auxiliary Services Licensing Office. Unauthorized use will result in financial penalties. To ensure compliance, Client agrees to present such materials to Conference Services prior to publication and distribution. All materials must be forwarded to the Director of Conference Services (via email to wmconf@wm.edu) for review and approval.

Other Policies / Regulations

Client is required to adhere to all College policies, regulations, guidelines, and all local, state and federal laws. Failure to comply with these regulations may result in forfeiture of the privilege of using College facilities and services. Penalties and damage charges resulting from failure to comply with policies will be billed to the Client master account. College regulations include but are not limited to the following:

- Furnishings and equipment may not be removed from or rearranged in any room. Clients will be charged fees (minimally \$50 per room) if furniture or equipment is moved. This includes the rearrangement of furniture in residence halls, meeting and academic rooms, common and lounge areas, and removal of window blinds, screens or air-conditioners.
- Items may not be left in hallways and stairwells and under no circumstances should exterior doors be propped open.
- Objects may not be attached to any College premise by nail, screw, tape, tack, staple, or alteration of the premises in any manner whatsoever. Signs, banners, and other displays may not be affixed to walls, windows, or doors nor hung from trees, poles, or fences. Placing TV/radio antennas out of windows or displaying or hanging anything outside of windows is prohibited. Items not in accordance with this policy will be removed and Client billed for any damages, including those to paint and vinyl covering surfaces.
- Animals are not allowed in any buildings on campus, including residence halls and apartments. Service Animals are the only exception.
- Smoking is not permitted in any campus facility.

- Bicycles are not allowed in residence hall rooms, lounges, or stairwells.
- Firearms, weapons, ammunition, explosives, fireworks, and highly flammable materials are not permitted in any of the residence halls or buildings or on the campus grounds.
- Tampering with electrical, plumbing, or mechanical fixtures is prohibited. Guests should not operate or tamper with fire extinguishers, pull stations, or any safety equipment unless there is an emergency.
- Participants who engage in acts of vandalism will be removed immediately from College facilities.
- Possession, sale, or use of illegal substances on campus is prohibited.
- Possession or consumption of alcohol in public areas or possession of alcohol by attendees under the age of 21 is prohibited. Alcohol is permitted in accordance with Virginia state laws, but is restricted to catered events.
- The sale or concession of food items or refreshments on College property, without the permission of the Director of Auxiliary Services, is prohibited.
- Group Leaders understand that other activities (including academic classes or events) may be held in campus facilities at the time of their Program and agree to conduct activities so as to not interfere with these activities. Special attention should be paid to noise levels in academic buildings and other public spaces. Further, Client agrees to adhere to “quiet hours” which are 10 p.m. to 8 a.m. During these hours, no disruptive or noisy activity will be undertaken by Client that would disturb students and other guests.
- Group Leaders are required to review fire safety training materials, learn the location of extinguishers within buildings, and brief participants on fire exits and evacuation routes.
- A fire safety inspection is required at least 24 hours prior to the use of stages, grills, fireworks, tents, etc. Further, the Commonwealth of Virginia requires a special permit for stages and tents for all of campus (inside/outside buildings). As such, requests for staging/tents must be submitted at least 60 days in advance for review. A fee is charged to the Program for the permit, which is based on the type of staging and/or tent requested.
- Conference Services will receive and store up to five boxes of materials/supplies for five days preceding the first day of the Program at no charge. Any excess packages or those received earlier or left after departure are subject to a storage rental fee of \$5 per box per day. Staff will move up to five boxes, less than 40 lbs. each, to desired campus location at no charge. Applicable moving fees will be charged to the Client for excess boxes and boxes exceeding 40 lbs. Staff cannot unload boxes from non-College owned vehicles and pallets are not accepted. Conference Services is not responsible for perishable items.
- Up to five tables and ten chairs will be provided for check-in and check-out at no charge. Tables are also provided at no charge for indoor catered events, subject to availability. Additional tables and chairs are available for rent as needed. Vendor / display setups will be charged \$50 per setup, which will include one table, two chairs, and a tablecloth.