



PATRICK HENRY COLLEGE

PROPERTY USE POLICY

APPROVED ON JULY 24, 2015

1.0. INTRODUCTION

This PROPERTY USE POLICY is the comprehensive compilation of all information, policies, procedures, and guidelines pursuant to the effective, proper, and ordered use of all property owned and/or operated by Patrick Henry College. It is provided as a convenient reference and resource for all inquiring parties.

The information contained in this document is the copyrighted property of Patrick Henry College. None of this information may be duplicated by or transmitted to any other party without the expressed written authorization of Patrick Henry College.

2.0. INSTITUTIONAL MISSION, VISION, AND DISTINCTIVES

The **Mission** of Patrick Henry College is to prepare Christian men and women who will lead our nation and shape our culture with timeless biblical values and fidelity to the spirit of the American founding. Educating students according to a classical liberal arts curriculum and training them with apprenticeship methodology, the College provides academically excellent baccalaureate level higher education with a biblical worldview.

The **Vision** of Patrick Henry College is to aid in the transformation of American society by training Christian students to serve God and mankind with a passion for righteousness, justice, and mercy, through careers of public service and cultural influence.

The **Distinctives** of Patrick Henry College include practical apprenticeship methodology; a deliberate outreach to home schooled students; financial independence; a general education core based on the classical liberal arts; a dedication to mentoring and discipling Christian students; and a community life that promotes virtue, leadership, and strong, life-long commitments to God, family, and society.

3.0. PROPERTY

The Patrick Henry College property that is governed under this policy is comprised of:

- the College's identity, name, wordmarks, logos, images, addresses, and managed web presences and content;
- the College's proprietary works;
- the College's campus facilities, spaces, grounds, amenities, and related equipment, and
- the College's fleet vehicles.

3.1. Identity

The Patrick Henry College identity is reserved for the exclusive use and benefit of Patrick Henry College. No other person or entity may make beneficial, promotional, or for-profit use of the Patrick Henry College identity without the expressed written consent of Patrick Henry College. All requests for such use shall be made in writing to the Office of Communications.

3.2. Name

The Patrick Henry College name is reserved for the principal use and benefit of Patrick Henry College. No other person or entity may make beneficial, promotional, or for-profit use of the Patrick Henry College name without the expressed written consent of Patrick Henry College. All requests for such use shall be made in writing to the Office of Communications.

Notwithstanding any of the aforesaid terms, simple reference to and use of the Patrick Henry College name for locational and/or identification purposes *only* is herein openly granted to all persons and entities.

3.3. Wordmarks and Logos

All Patrick Henry College wordmarks and logos are reserved for the exclusive use and benefit of Patrick Henry College. No other person or entity may make beneficial, promotional, or for-profit use of any Patrick Henry College wordmarks or logos without the expressed written consent of Patrick Henry College. All requests for such use shall be made in writing to the Office of Communications.

3.4. Images

All images created by Patrick Henry College are reserved for the exclusive use and benefit of Patrick Henry College. No other person or entity may make beneficial, promotional, or for-profit use of any such images without the expressed written consent of Patrick Henry College. All requests for such use shall be made in writing to the Office of Communications.

3.5. Addresses

All Patrick Henry College addresses are reserved for the principal use and benefit of Patrick Henry College. These addresses include:

- the physical addresses of each building on the Patrick Henry College campus;
- the official mailing addresses of Patrick Henry College;
- the official shipping address of Patrick Henry College;
- all official website addresses of Patrick Henry College; and
- all official email addresses of Patrick Henry College.

No other person or entity may make beneficial, promotional, or for-profit use of any Patrick Henry College address without the expressed written consent of Patrick Henry College. All requests for such use shall be made in writing to the Office of Communications.

Notwithstanding any of the aforesaid terms, simple reference to and use of any Patrick Henry College address for locational and/or identification purposes *only* is herein openly granted to all persons and entities.

3.6. Web Presences and Content

All web presences and content managed by Patrick Henry College are reserved for the exclusive use and benefit of Patrick Henry College. No other person or entity may make beneficial, promotional, or for-profit use of any web presence or content managed by Patrick Henry College without the expressed written consent of Patrick Henry College. All requests for such use shall be

made in writing to the Office of Communications.

3.7. Proprietary Works

All proprietary works in the name of Patrick Henry College are for the principal use and benefit of Patrick Henry College. Such proprietary works may include but are not limited to institutional, corporate, or intellectual documents, records, research, writings, products and/or productions. No other person or entity may make beneficial, promotional, or for-profit use of any of the proprietary works of Patrick Henry College without the expressed written consent of Patrick Henry College. All requests for such use shall be made in writing to the Office of Communications.

3.8. Facilities, Spaces, Grounds, and Amenities

The Patrick Henry College campus facilities, spaces, grounds, and amenities are reserved for the principal use and benefit of Patrick Henry College. No other person or entity may make beneficial, promotional, or for-profit use of any of the Patrick Henry College campus facilities, spaces, grounds, and/or amenities without the expressed written consent of Patrick Henry College. All requests for such use shall be made in writing to the Office of Campus Services.

The Patrick Henry College campus facilities spaces, grounds, and amenities are compliant with the zoning, fire, building, and occupancy codes in effect at their time of construction. This compliance includes intentional and reasonable consideration for accessibility and use by patrons with disabilities.

The Patrick Henry College campus facilities spaces, grounds, and amenities have various use characteristics.

3.8.1. Assembly

The various spaces on campus for seated assemblies include:

- Founders Hall, Nash Auditorium – Up to 144 seats
- Founders Hall, Classroom 2 – 22 seats
- Founders Hall, The Steven R. Hake Classroom – 33 seats
- Founders Hall, Library Study Center – Up to 120 seats
- Founders Hall, Lobby – Up to 80 seats
- Red Hill, Classroom 2 – 32 seats
- Red Hill, Classroom 3 – 28 seats
- Mount Vernon, Town Hall – 350 seats
- Hodel Center, Gymnasium – Up to 1,200 seats
- Hodel Center, Multipurpose Room – Up to 60 seats
- Hodel Center, NE or NW Classroom – 28 seats
- Hodel Center, South Classroom – 56 seats
- Hodel Center, Lobby & Coffeehouse – Up to 200 seats

- Hodel Center, Coffeehouse – Up to 80 seats

3.8.2. Reception

The various spaces on campus for standup receptions include:

- Founders Hall, Library Study Center – Up to 300 attendees
- Founders Hall, Lobby – Up to 100 attendees
- Mount Vernon, Town Hall – Up to 400 attendees
- Hodel Center, Gymnasium – Up to 1,500 attendees
- Hodel Center, Multipurpose Room – Up to 80 attendees
- Hodel Center, Lobby & Coffeehouse – Up to 400 attendees
- Hodel Center, Coffeehouse – Up to 120 attendees

3.8.3. Banquet

The various spaces on campus for sit-down banquets include:

- Founders Hall, Executive Boardroom – Up to 12 attendees
- Founders Hall, Lobby – Up to 60 attendees
- Mount Vernon, Town Hall – Up to 150 attendees
- Hodel Center, Gymnasium – Up to 780 attendees
- Hodel Center, Multipurpose Room – Up to 50 attendees
- Hodel Center, Conference Room – Up to 12 attendees
- Hodel Center, Lobby & Coffeehouse – Up to 150 attendees

3.8.4. Meeting

The various spaces on campus for meetings include:

- Founders Hall, Executive Boardroom – 16 seats
- Hodel Center, Multipurpose Room – Up to 50 seats
- Hodel Center, Conference Room – 30 seats

3.8.5. Classroom

The various classroom spaces on campus include:

- Founders Hall, Nash Auditorium – 88 seats
- Founders Hall, Classroom 2 – 22 seats
- Founders Hall, The Steven R. Hake Classroom – 33 seats
- Red Hill, Classroom 2 – 32 seats

- Red Hill, Classroom 3 – 28 seats
- Hodel Center, NE or NW Classroom – 28 seats
- Hodel Center, South Classroom – 56 seats

3.8.6. Fitness

The various personal fitness spaces on campus include:

- Hodel Center, Fitness Center – *not available for reservation or rental*
- Hodel Center, Running Track
- Hodel Center, Racquetball Court
- Hodel Center, Multipurpose Room

3.8.7. Recreational

The various recreational spaces on campus include:

- Hodel Center, Gymnasium
- Hodel Center, Racquetball Court
- Hodel Center, Student Fellowship Lounge – *not available for reservation or rental*
- Outdoor Tennis Court
- Outdoor Basketball Court
- Outdoor Softball Field
- Outdoor Soccer Field
- Outdoor Sand Volleyball Court
- Outdoor Frisbee Field – *not available for reservation or rental*

3.8.8. Residential

The various residences halls on campus include:

- Mount Vernon – 48 beds
- Monticello – 46 beds
- Montpelier – 48 beds
- Oak Hill – 54 beds
- Red Hill – 112 beds

3.9. Related Equipment

“Related Equipment” refers to any equipment that is owned and/or operated and available for use within the facilities, spaces, grounds, and amenities described above. All such related equipment is reserved for the principal use and benefit of Patrick Henry College. No other person or entity may

make beneficial, promotional, or for-profit use of any such related equipment without the expressed written consent of Patrick Henry College. All requests for such use shall be made in writing to the Office of Campus Services.

3.10. Fleet Vehicles

The Patrick Henry College fleet vehicles are owned and/or operated for the principal use and benefit of Patrick Henry College. No other person or entity may make beneficial, promotional, or for-profit use of any Patrick Henry College fleet vehicle without the expressed written consent of Patrick Henry College. All requests for such use shall be made in writing to the Office of Campus Services.

The fleet vehicles governed under this policy include:

- Two 15-passenger vans – *restricted to institutional use only*
- One 7-passenger minivan – *restricted to institutional use only*

4.0. USE

The authorized use of College property is defined under various use classifications which trigger certain privileges and/or restrictions.

4.1. Institutional

Institutional use is any activity that is officially sponsored by a department, office, or other recognized internal group of Patrick Henry College toward fulfillment of the institution's mission, vision, and distinctives. The facilities, spaces, grounds, amenities, related equipment, and fleet vehicles of Patrick Henry College are principally provided for such institutional use. All other uses of College property are subordinate to institutional use.

All classes of the College are coordinated and scheduled by the Registrar. All other institutional use is coordinated and scheduled through the Office of Campus Services.

4.2. Residential

Residential use is any lodging and related activity in which a user is authorized access to and assigned overnight accommodations within a residence hall located on the Patrick Henry College campus.

All lodging assignments for resident students for the academic year are coordinated through the Office of Student Life. All other residential use is coordinated through the Office of Campus Services.

4.3. Private

Private use is any activity in which a user is authorized to access and use College property for a purpose that is not institutional or residential.

4.4. Organized Group

Organized group use is any activity in which a group of four or more patrons is authorized to

access and use College facilities, spaces, grounds, amenities, and related equipment for a private purpose that consumes the subject property's availability and prevents its concurrent use by another party. Examples of organized group use may include but are not limited to basketball games, volleyball games, wallyball games, soccer games, softball games, meetings, gatherings, presentations, etc. Private racquetball and tennis play are not considered organized group uses. Tournaments are considered an organized group use.

4.5. Personal

Personal use is any activity in which an individual enjoys authorized access to and use of College facilities, spaces, grounds, amenities, and related equipment for a private purpose.

4.6. Non-Profit

Non-profit use is any activity in which a user is authorized to access and use College facilities, spaces, grounds, amenities, and related equipment for a non-institutional purpose that intentionally generates no net income beyond direct expenses for any party.

4.7. For Profit

For profit use is any activity in which a user is authorized to access and use College facilities, spaces, grounds, amenities, and related equipment for a non-institutional purpose that intentionally generates net income beyond direct expenses for any party. For profit use requires the College to charge and collect rent from the user for the subject property.

4.8. Political

Political use is any activity in which a user is authorized to access and use College facilities, spaces, grounds, amenities, and related equipment on the Patrick Henry College campus for a non-institutional purpose that endorses a candidate for public office, supports a political party, or advocates a partisan issue. Political use by any party other than current students of the College requires the College to charge and collect rent from the user for the subject property.

Patrick Henry College operates in full compliance with all legal standards governing partisan activities at not-for-profit educational institutions. Such standards are understood to be consistent with the civil, intellectual, and academic freedoms of students and faculty.

Federal tax laws preclude the College from intervening on behalf of candidates or parties, or from choosing to use its resources for such a purpose, and the College refrains from such activities. At the same time, we understand that students have an interest in discussing partisan issues and advocating their own views. Such activities enrich their learning and enhance their contribution as citizens.

Students may request and reserve College facilities, space, grounds, amenities, and related equipment at no charge for candidate- or party-endorsing activities subject to the following limitations:

- The political use must be wholly student-initiated (not initiated by the College or by any outside person or entity).
- The political use must feature student-led student discussion, not presentations by candidates or their agents; candidates or their agents may only be invited to campus by

approval of the College, thus enabling the College to review the invitation to ensure compliance with all Internal Revenue Service regulations.

- Property usage is made available to all students regardless of candidate or party preferences.
- Property reservations will be granted as available on a first-come first-served, non-preferential basis.
- Leaders of the political use must state plainly that their candidate- or party-endorsing activities do not reflect the position of Patrick Henry College, and that the political use is a student-sponsored not a College-sponsored activity. Every piece of communication and advertisement for the political use must state this plainly, and no communications may include Patrick Henry College logos or wordmarks.
- No partisan fundraising may occur on the Patrick Henry College campus.
- Just as at any student event on our campus, organizers of the political use may not advocate against any of the standards affirmed by Patrick Henry College's fundamental statements (Biblical Foundations Statement and College Principles statement).

4.9. Disabled

Disabled use is any activity in which any disabled user enjoys access to and use of all features intentionally designed for those with disabilities that have been installed in to College facilities, spaces, grounds, amenities, and related equipment. These designed features include, but are not limited to: close-in, ground-level handicapped parking; handicapped wheelchair ramps; wheelchair-accessible corridors, restrooms, offices, and meeting spaces; elevators; and fire-stair wheelchair landing spaces.

4.10. Accommodated

Accommodated use is any activity in which any disabled user enjoys access to and use of additional features or services (i.e., “accommodations”) beyond the specific features intentionally designed for those with disabilities that have been installed in to College facilities, spaces, grounds, amenities, and related equipment.

Any disabled user seeking accommodations must submit a written request to the College. The request must be specific as to the accommodations sought and the justification in support of the request. The College will promptly assess the request and endeavor to implement any accommodation that it deems to be reasonable.

5.0. USERS

Patrons making authorized use of College property are defined under various user classifications which trigger certain privileges and/or restrictions.

5.1. Institutional

The institutional users of the College facilities, spaces, grounds, amenities, related equipment, and fleet vehicles are those currently enrolled Patrick Henry College students and currently employed Patrick Henry College faculty and staff members when they are actively involved in those

curricular, co-curricular, and extracurricular activities that are officially sponsored by a department, office, or other recognized internal group of the College toward fulfillment of the institution's mission, vision, and distinctives.

5.2. Residents

Resident users are those authorized patrons who are assigned lodging privileges within one of the College's residence halls.

5.3. Students

Currently enrolled Patrick Henry College students enjoy general personal access to and use of College facilities, spaces, grounds, and amenities without charge whenever they are open and not being used by others. Such students seeking to make private personal use of College fitness facilities need not check in first at the front lobby desk in Hodel Center. Students must understand and accept the reality that Campus Safety Officers cannot be expected to know and recognize all campus patrons upon sight. Students must understand and accept the reality that a Campus Safety Officer may therefore dutifully ask any campus patron making private personal use of College fitness facilities whether they have checked in first at the front lobby desk in Hodel Center. Students must promptly, politely, and cooperatively show their campus-issued student ID card to any such inquiring Campus Safety Officer. Personal use of College facilities, spaces, grounds, and amenities must promptly and politely defer to both institutional and authorized organized group uses. Any patron accompanying a Patrick Henry College student who is intent on also making private personal use of College fitness facilities must check in at the Hodel Center front desk to be classified and authorized for access and property use independently.

5.4. Faculty

Currently employed Patrick Henry College faculty members enjoy general personal access to and use of College facilities, spaces, grounds, and amenities without charge whenever they are open and not being used by others. Such faculty seeking to make private personal use of College fitness facilities need not check in first at the front lobby desk in Hodel Center. Faculty must understand and accept the reality that Campus Safety Officers cannot be expected to know and recognize all campus patrons upon sight. Faculty must understand and accept the reality that a Campus Safety Officer may therefore dutifully ask any campus patron making private personal use of College fitness facilities whether they have checked in first at the front lobby desk in Hodel Center. Faculty must promptly, politely, and cooperatively show their campus-issued employee ID card to any such inquiring Campus Safety Officer. Personal use of College facilities, spaces, grounds, and amenities must promptly and politely defer to both institutional and authorized organized group uses. Any patron accompanying a Patrick Henry College faculty member who is intent on also making private personal use of College fitness facilities must check in at the Hodel Center front desk to be classified and authorized for access and property use independently.

5.5. Staff

Currently employed Patrick Henry College staff members enjoy general personal access to and use of College facilities, spaces, grounds, and amenities without charge whenever they are open and not being used by others. Such staff seeking to make private personal use of College fitness facilities need not check in first at the front lobby desk in Hodel Center. Staff members must understand and accept the reality that Campus Safety Officers cannot be expected to know and recognize all campus patrons upon sight. Staff members must understand and accept the reality that a Campus Safety

Officer may therefore dutifully ask any campus patron making private personal use of College fitness facilities whether they have checked in first at the front lobby desk in Hodel Center. Staff members must promptly, politely, and cooperatively show their campus-issued employee ID card to any such inquiring Campus Safety Officer. Personal use of College facilities, spaces, grounds, and amenities must promptly and politely defer to both institutional and authorized organized group uses. Any patron accompanying a Patrick Henry College staff member who is intent on also making private personal use of College fitness facilities must check in at the Hodel Center front desk to be classified and authorized for access and property use independently.

5.6. Non-PHC Campus-based Employees

Campus-based HSLDA, PRO, and Bon Appétit employees enjoy general personal access to and use of College facilities, spaces, and amenities without charge whenever they are open and not being used by others. Such campus employees seeking to make private personal use of College fitness facilities need not check in first at the front lobby desk in Hodel Center. Such campus employees must have a completed, signed, and submitted College-provided Facility Use Terms & Conditions Form on-file with the College. Campus employees must understand and accept the reality that Campus Safety Officers cannot be expected to know and recognize all campus patrons upon sight. Campus employees must understand and accept the reality that a Campus Safety Officer may therefore dutifully ask any campus patron making private personal use of College fitness facilities whether they have checked in first at the front lobby desk in Hodel Center. Campus employees must promptly, politely, and cooperatively show their campus-issued employee ID card to any such inquiring Campus Safety Officer. Personal use of College facilities, spaces, grounds, and amenities must promptly and politely defer to both institutional and authorized organized group uses. Any patron accompanying a campus employee who is intent on also making private personal use of College fitness facilities must check in at the Hodel Center front desk to be classified and authorized for access and property use independently.

5.7. Alumni

Patrick Henry College alumni (and their spouse and/or any accompanying dependent children) enjoy general personal access to and use of College facilities, spaces, grounds, and amenities without charge whenever they are open and not being used by others. Patrick Henry College alumni (and their spouse and/or any accompanying dependent children) must first check in at the Hodel Center front desk prior to each use session. A lookup database is used to verify Patrick Henry College alumni status. Personal use of College facilities, spaces, and amenities must promptly and politely defer to both institutional and authorized organized group uses. Other than their spouse and dependent children, Patrick Henry College alumni may not host any other guests during their use of College facilities, spaces, grounds, and/or amenities. Any patron accompanying a Patrick Henry College alumnus who is intent on also making private personal use of College fitness facilities must check in at the Hodel Center front desk to be classified and authorized for access and property use independently.

5.8. Donors

Patrick Henry College donors who have donated \$500 or more in the past twelve months or who have donated \$5,000 or more cumulatively (and any adult cohabitant relatives, any accompanying dependent children, and/or any hosted guests [not to exceed three during any single visit]) qualify to enjoy general personal access to and use of College facilities, spaces, grounds, and amenities without charge whenever they are open and not being used by others. Qualified Patrick

Henry College donors (and any adult cohabitant relatives, any accompanying dependent children, and/or any hosted guests [not to exceed three during any single visit]) must first check in at the Hodel Center front desk prior to each use session. A lookup database is used to verify Patrick Henry College qualified donor status. Personal use of College facilities, spaces, grounds, and amenities must promptly and politely defer to both institutional and authorized organized group uses.

5.9. Cohabitant Relatives of Students and Campus Employees

Cohabitant relatives of Patrick Henry College student/faculty/staff members and campus-based HSLDA, PRO, and Bon Appétit employees enjoy general personal access to and use of College facilities, spaces, grounds, and amenities without charge whenever they are open and not being used by others. A parent of any current Patrick Henry College student is categorically qualified as a cohabitant relative (regardless of whether the student lives at home, on-campus, or off-campus during the academic year) and also enjoys the benefits described herein. Cohabitant relatives of Patrick Henry College students and campus employees must first check in at the Hodel Center front desk prior to each use session. Personal use of College facilities, spaces, and amenities must promptly and politely defer to both institutional and authorized organized group uses. Cohabitant relatives of Patrick Henry College students and campus employees may not categorically host guests during their use of College facilities, spaces, grounds, and/or amenities. Any patron accompanying a cohabitant relative of a Patrick Henry College student or campus employee who is intent on also making private personal use of College fitness facilities must check in at the Hodel Center front desk to be classified and authorized for access and property use independently.

5.10. Hosted Guests

Current Patrick Henry College students, “campus employees” (i.e., current Patrick Henry College faculty/staff members and campus-based HSLDA/PRO/Bon Appétit employees), and qualified donors may host guests (not to exceed three) during their personal use of College facilities, spaces, grounds, and amenities provided the hosting student or campus employee is present during the entirety of their guest’s presence on campus. Each such hosted guest must first check in at the Hodel Center front desk. There is no charge for hosted guests of Patrick Henry College students, campus employees, or qualified donors. Personal use of College facilities, spaces, grounds, and amenities must promptly and politely defer to both institutional and authorized organized group uses. Hosted guests of Patrick Henry College students, campus employees, and/or qualified donors may not categorically host any other guests during their use of College facilities, spaces, grounds, and/or amenities. Any patron accompanying a hosted guest of Patrick Henry College students, campus employees, or qualified donors who is intent on also making private personal use of College fitness facilities must check in at the Hodel Center front desk to be classified and authorized for access and property use independently.

Patrick Henry College students and campus employees must comply with the Organized Group standards and procedures expressed herein whenever their hosting of guests is for an organized group activity of any College facility, space, grounds, and/or amenity.

5.11. Community

Any patron who desires to use the College facilities, spaces, grounds, and/or amenities that is not covered under any of the above user classifications is considered a community user.

Community users enjoy general personal access to and use of the College fitness facilities when they are open and available. Community users must first check in at the Hodel Center front desk.

Personal use of College facilities, spaces, grounds, and amenities must promptly and politely defer to both institutional and authorized organized group uses. There is a ten dollar (\$10.00) charge per use session (not to exceed 2 hours) for community users to use College fitness facilities payable upon check in in the form of cash or check only. Community users may not categorically host guests during their use of College facilities, spaces, grounds, and amenities. Any patron accompanying a community user who is intent on also making private personal use of College fitness facilities must check in at the Hodel Center front desk to be classified and authorized for access and property use independently.

Beyond College fitness facilities, all other uses of College facilities, spaces, grounds and amenities by community users must be authorized in advance through the Office of Campus Services.

5.12. Organized Groups

Patrons who want to make use of any College facility, space, grounds amenity, and/or related equipment for an organized group activity must first coordinate and reserve such use in advance through the Office of Campus Services. A standing exception to coordinate such advance reservation is hereby granted when:

1. the clear majority of participants of a proposed organized use are current Patrick Henry College students and/or campus employees; and
2. the desired space is not closed nor scheduled for use by others nor currently being used by other; and
3. all participants who are not current Patrick Henry College students or campus employees have checked in at the Hodel Center front desk prior to their participation; and
4. a current Patrick Henry College student or campus employee in the group agrees to serve as the on-site supervisor of the proposed organized use; he or she must:
 - check in at the Hodel Center front desk;
 - be physically present within the desired space for the entirety of the proposed organized use; and
 - ensure that organized use is wholly compliant with this policy.

Upon execution of any governing Property Use Agreement, the Client's designated representative must check in with the Campus Facility Attendant assigned to supervise the organized group use (or at the Hodel Center front desk when no Campus Facility Attendant has been assigned).

5.13. Minors

Patrons under the age of 18 years old may only be present and/or make use of College facilities, spaces, grounds, and amenities when they are accompanied and directly supervised by an adult relative during the minor's entire presence on campus. Exception is made for any minor who is an admitted student of the College, is a current campus employee, is a 16 or 17 year old dependent of a current campus employee, is officially involved with and supervised by a College-sponsored activity, or is involved with and supervised by an organized group activity authorized under a Property Use Agreement.

Minors seeking to make personal use of College facilities, spaces, grounds, and amenities must first check in at the Hodel Center front desk with the adult relative who will be directly supervising the minor's property use. The directly supervising adult relative must also check in. Both the minor and the adult relative must present at the time of check in a government-issued identification card which includes their full legal name, date of birth, and a photograph.

Minors are not permitted inside any on-campus locker room or shower facility unless they are accompanied by a Patrick Henry College student or campus employee to whom the minor is related. Patrick Henry College students and campus employees may not accompany or permit any unrelated minor into any on-campus locker room or shower facility.

Resident minors enrolled in an authorized overnight on-campus activity may only use showers within their assigned residential quarters. Adults may never shower with minors on the Patrick Henry College campus.

5.14. Disabled

Disabled users are disabled patrons who enjoy access to and use of all features intentionally designed for those with disabilities that have been installed in to College facilities, spaces, grounds, amenities, and related equipment.

5.15. Accommodated

Any disabled user seeking accommodations beyond the features intentionally designed for those with disabilities that have been installed in to College facilities, spaces, grounds, amenities, and related equipment must submit a written request to the College. The request must be specific as to the accommodations sought and the justification in support of the request. The College will promptly assess the request and endeavor to implement any accommodation that it deems to be reasonable.

6.0. TERMS & CONDITIONS

The authorized use of College property is subject to the terms and conditions applicable to the type of use and/or user.

6.1. Institutional

All institutional users are bound to all applicable terms and conditions expressed in the College's standards, policies, and procedures including those specified within this Property Use Policy.

6.2. Residential

All residential users are bound to all terms and conditions expressed in the applicable Housing Agreement and those specified within this Property Use Policy.

The Office of Campus Services is authorized to modify the terms & conditions expressed in the standard form of Housing Agreement as deemed necessary.

6.3. Check In

All College property users who must first check in at the Hodel Center front desk are bound to the terms & conditions expressed on the back of the Guest User Check In sheet and those specified within this Property Use Policy.

The Office of Campus Services is authorized to modify the terms & conditions expressed at the top of the Guest User Check In sheet as deemed necessary.

6.4. Contract

All College property users authorized under any applicable Property Use Agreement are bound to the terms and conditions expressed therein and those specified within this Property Use Policy.

The Office of Campus Services is authorized to determine all of the terms & conditions as may be applicable and necessary for the effective execution and administration of each subject Property Use Agreement.

6.5. Fleet Vehicle

All users of Patrick Henry College fleet vehicles are bound to all terms and conditions expressed in the Van Use Policy and those specified within this Property Use Policy.

The Office of Campus Services is authorized to modify the terms & conditions expressed in the standard form of Van Use Policy as deemed necessary.

7.0. ADMINISTRATION

With intentional support of the institution's mission, vision, and distinctives, the Office of Campus Services is assigned the responsibility for coordination of the use of all College facilities, spaces, grounds, amenities, related equipment, and fleet vehicles in accordance with this Property Use Policy.

7.1. Calendar

The Office of Campus Services is responsible for maintaining the master property use calendar which is accessible over the PHC website.

7.2. Inquiries

All inquiries about the use of College facilities, spaces, grounds, amenities, related equipment, and fleet vehicles are to be directed to the Office of Campus Services. Only the Office of Campus Services may verify availability and authorize the use of any College facilities, spaces, grounds, amenities, related equipment, and fleet vehicles. No other students, faculty, staff, office, department or recognized internal group of the College may presume availability, promise, and/or authorize the use of any College facilities, spaces, grounds, amenities, related equipment, and fleet vehicles.

7.3. Priority

Institutional uses of the College have precedence over all other uses of the College's facilities, spaces, grounds, amenities, related equipment, and fleet vehicles.

The Registrar is responsible for scheduling classes into available classrooms.

Home School Legal Defense Association (HSLDA) is granted an exclusive, standing reservation for the use of Nash Auditorium in Founders Hall on Tuesday and Thursday mornings from 8:30 to 9:30am for staff prayer.

7.4. Reservations

All parties requesting use of any College facilities, spaces, grounds, amenities, related equipment, and fleet vehicles must submit their request using the established form(s) and method(s) to the Office of Campus Services. Unless otherwise governed, and absent an emergency, property use requests should be submitted at least seven (7) days in advance of the requested date and time of use.

7.5. Fees

No rental charges are assessed for authorized institutional uses of College facilities, space, grounds, amenities, and related equipment. Direct costs incurred to execute authorized institutional uses of College facilities, space, grounds, amenities, and related equipment for extracurricular activities and events, and any fleet vehicle mileage charges are charged to the applicable departmental budget(s).

The following rental fees have been established for all non-institutional use of College facilities, spaces, grounds, amenities, and related equipment. Direct costs incurred by the College to facilitate authorized uses of College facilities, spaces, grounds, amenities, and related equipment are charged to the user in addition to any applicable rental fees:

- Founders Hall, Nash Auditorium – \$50 per hour
- Founders Hall, Classroom 2 – \$30 per hour
- Founders Hall, The Steven R. Hake Classroom – \$35 per hour
- Founders Hall, Executive Boardroom – \$35 per hour
- Founders Hall, Library Study Center – \$100 per hour
- Founders Hall, Lobby – \$200 per hour (two-hour minimum)
- Red Hill, Classroom 2 – \$35 per hour
- Red Hill, Classroom 3 – \$30 per hour
- Mount Vernon, Town Hall – \$75 per hour
- Mount Vernon, Piano Use – \$100 per event
- Hodel Center, Gymnasium – \$80 per hour per crosscourt
- Hodel Center, Bleachers – \$100 per event
- Hodel Center, Scoreboard – \$50 per event
- Hodel Center, Running Track – \$80 per hour
- Hodel Center, Racquetball Court – \$30 per hour
- Hodel Center, Multipurpose Room – \$50 per hour

- Hodel Center, Conference Room – \$35 per hour
- Hodel Center, NE or NW Classroom – \$30 per hour
- Hodel Center, South Classroom – \$40 per hour
- Hodel Center, Lobby & Coffeehouse – \$500 per hour (two-hour minimum)
- Hodel Center, Coffeehouse – \$250 per hour (two-hour minimum)
- Outdoor Tennis Court – \$20 per hour per court
- Outdoor Basketball Court – \$50 per hour
- Outdoor Softball Field – \$40 per hour
- Outdoor Soccer Field – \$80 per hour
- Outdoor Sand Volleyball Court – \$40 per hour
- Outdoor Gazebo – \$30 per hour
- Sound System – \$100 per event

7.6. Discounts

Current students, faculty, and staff members of the College may reserve College facilities, space, grounds, and/or amenities for no charge for personal, private, small, non-curricular, non-profit purposes only provided such use does not conflict with other College or paid uses, and the College incurs no additional direct costs in allowing such use. For such activities that are for more than 15 participants, or for for-profit purposes, the requesting student, faculty, or staff member will be charged 50% of the standard rental price.

Outside, non-profit groups that are in-line with the College's mission are able to reserve campus facilities, space, grounds, and/or amenities for small events for no charge, provided such use does not conflict with other College or paid uses, and the College incurs no additional direct costs in providing such use. All such activities that are for more than 15 participants are subject to the standard rental price.

The Office of Campus Services is authorized to consider and offer discounted terms to non-College parties while negotiating and executing Property Use Agreements. Any such discounted terms shall be applicable to the subject Property Use Agreement only and may not serve to establish any precedents, entitlements, future promises, or expectations regarding any property use beyond that expressly specified in the subject Property Use Agreement.

7.7. Invoices

The Office of Campus Services is responsible to issue a final invoice whenever charges are accrued by a user of any campus facilities, space, amenities, related equipment, and fleet vehicles. Said invoice shall be issued promptly following the conclusion of the subject use. Payment is due upon receipt.

7.8. Contracts

Any organized group use of campus facilities, spaces, grounds, amenities, and related equipment by a non-College party requires execution of a Property Use Agreement. The Office of Campus Services is responsible for negotiating, executing, and administering all Property Use Agreements with contracted parties.

7.9. Events

The Office of Campus Services is responsible for the logistical coordination and execution of all events held on the Patrick Henry College campus.