

Operating provisions

In 2001, Virginia Commonwealth University purchased the Scott House with the intention of creating a unique space that is available for University and VCU community use. Only the main level and the gardens are available for events, as the remainder of the building is dedicated to University Advancement offices.

As the property is owned by VCU, all activities held on the premises must be in keeping with those appropriate for a state-supported institution. No political fundraising activities are to be held in the Scott House. All activities and programs require the approval of the Office of the President.

We ask that clients and guests preserve the beauty and historical integrity of the Scott House by adhering to the provisions detailed in this document.

Authorized users of the Scott House

- VCU Board of Visitors*
- VCU Office of the President*
- VCU Health System Board of Directors*
- VCU-affiliated foundation boards*
- Office of University Advancement*
- University-sponsored events
- University alumni-sponsored events
- Personal events requested by alumni, faculty and staff of the university

** These users have priority for scheduling, and all others are booked on a first-come, first-served basis.*

Available times for use

The Scott House is available for use between 8 a.m. and 11 p.m., one client/event at a time. Events occurring during VCU operating hours (8 a.m. to 5 p.m.) must be appropriate to the space and in consideration of those working on the second and third floors.

Events occurring after operating hours and on weekends must have a VCU police or security officer present. Guests *must* leave the Scott House when the event is scheduled to conclude. One does not have the option to continue the event past the scheduled end time.

Capacity

For the safety of our guests, please adhere to the following capacity limits.*

- Main floor total: 120
- Dining Room: Seating for 20 at the dining room table
- Drawing Room: 50
- Den: Furnished
- Library: Furnished
- Conservatory: Furnished

* *Use of additional tables and other furniture may limit capacity for each room.*

Event accessories*

The Scott House has various items that are available to our guests for a fee; please see reservations and fees. All rentals from the Scott House must remain indoors. After an event concludes, furnishings rented from the Scott House (tables, chairs) are to be placed in the closets on the first floor.

Other rentals (china, glassware, flatware) must be provided by caterers (consult them directly). For special needs, we recommend Classic Party Rentals, (804) 743-7980 or www.classicpartyrentalsva.com.

Rentals are to be picked up as soon as possible, coordinating an appropriate time with according to the event calendar.

* The cost and set-up/break-down of rentals is the responsibility of the renter.

Preferred caterers

Food consumed in the Scott House will be provided by one of the catering companies below.

Room arrangements and all function details must be received two weeks prior to the event. Catering arrangements are the responsibility of the renter.

VCU Catering Services

(804) 828-1272

<http://www.bsv.vcu.edu/vcufood/catering.htm>

A Sharper Palate

(804) 553-0495

<http://www.asharperpalate.com>

Cateraide
(804) 643-1000
<http://www.cateraide.com>

Chez Foushee
(804) 648-3225
<http://www.chezfoushee.com>

Catering by Jill
(804) 262-5787
www.cateringbyjillinc.com

Peggy & Associates
(804) 358-5407
(804) 690-1521 (cell)
peggyguyva@aol.com

Mosaic Catering
(804) 288-5915
www.mosaicedibles.com

Alcoholic beverages

- Event attendees must be at least 21 years of age to possess or consume alcohol.
- Alcoholic beverages may not be sold or served to individuals who appear to be or are intoxicated.
- No person may bring any type of alcoholic beverage into a licensed facility or area, nor may any person take alcoholic beverages out of a licensed facility or area.
- Your caterer must address and be responsible for all necessary ABC requirements.
- When alcohol is served, a VCU police officer must be present. Additional costs incur at the expense of the renter.

Trash removal

The Scott House serves as a front door to VCU, so we ask that you help us keep it ready for visitors and guests. Immediately after your event ends, please remove all food, flowers and trash from the Scott House and either take it with you or take it to the dumpster located behind the Anderson House/Pollak building. There will be a \$100 charge for removal of any food, flowers or trash left at the house or on the grounds.

Parking

Eight spaces in the Scott House parking lot are available for our guests after business hours and on weekends. Street parking is available on a first-come, first-served basis. Other paid parking arrangements, including use of VCU parking decks and lots, can be made through the VCU Office of Parking and Transportation. The cost is the responsibility of the renter.

Renters may apply online for parking at www.bsv.vcu.edu/vcupark/parkingevent.asp. Please instruct guests to place the invitation to the event on the dash of their vehicle.

Photography

The Scott House welcomes the use of its interior and grounds for photography, but reservations and payment are required for special activities, including any form of portrait or commercial photography such as bridal, family or senior portraits. The fee is \$150 for the first hour and \$25 each additional hour. Photography must take place during VCU operating hours (8 a.m. to 5 p.m., Monday through Friday).

Tents

- The back yard of the Scott House may be tented for outdoor events.
- All tents must be secured using water barrels; staking is not permitted due to underground water and electrical lines.
- An additional fee of \$150 is added to the standard rental fee if a tent is erected for an event.
- A permit is required if the tent is 900 square feet or larger and the occupant load is more than 50. The Scott House will obtain the permit for the client. The Commonwealth of Virginia charges \$114 for the permit, which is the responsibility of the client.

Miscellaneous

- The Scott House, terrace and gardens are smoke-free facilities. The back patio is the **only** designated smoking area.
- The Scott House is wheelchair-accessible from Shafer Court.
- The volume level of outside music must be in compliance with the City of Richmond noise ordinance. No music is permitted during regular business hours, and outdoor music must cease by 10 p.m.
- Helium balloons, banners, signs, decorations, etc. are **not** permitted with the exception of free-standing signs, easels and flowers on tables or mantles.
- Nothing is to be hung, taped or tied to any part of the Scott House.

- Candles are **not** permitted inside the Scott House.
- No butane or propane burners allowed inside the Scott House.
- No animals of any kind are allowed inside the Scott House or in the Scott
- House gardens except those used by the disabled for assistance.
- No furniture in the Scott House is to be moved.
- Lost or misplaced items are not the responsibility of VCU.
- All audio/visual needs are the responsibility of the renter.
- As part of the Campaign for VCU, the Scott House is undergoing a three-phase renovation; only the first phase is complete. As time and funding permit, additional furniture, window treatments, and/or area rugs will be added to the Scott House.

Liability

Outside groups using the Scott House and grounds must agree to indemnify and hold harmless VCU and its employees and agents against any and all claims, liabilities, costs and expenses, including attorney fees and court costs, concerning lost, damaged or stolen property, or personal injuries or death arising out of the activities of such groups or their participants. Facilities are not locked during time of rental, and the Scott House and VCU are not responsible for articles left unattended.

Reservations

To make a reservation, contact:

Kelly Kerr

Phone: (804) 828-2284 E-mail: kkerr@vcu.edu

A reservation is considered guaranteed when a deposit is made for a specific date and time. A tentative reservation will be held for a period no longer than two weeks. If the reservation is not confirmed in writing and accompanied by the appropriate the deposit, the tentative reservation will be cancelled.

Events are confined to the spaces reserved. Attendance at scheduled events must be by invitation only; no events are open to the public.

Confirming your event

1. A deposit equal to one-half of the anticipated facility rental charge and a signed agreement must be given to Kelly Kerr when the space is reserved.
2. A confirmation letter that includes details for further planning will then be sent.

3. Payments may be made by check, American Express, Visa, or MasterCard to *Virginia Commonwealth University*. If paying by check, please note *Scott House* or *account #1-97201*. Virginia sales tax will be added to all applicable charges. Those organizations exempt from Virginia sales tax must provide a copy of their Commonwealth of Virginia Tax Exemption Certificate number to us at the time the reservation is made. There is a \$20 fee for any returned checks.
4. The balance of the total anticipated facility fee is due 30 days prior to the event. If an event is booked fewer than 30 days in advance, the full rental fee is due at the time of reservation.

Damage deposit

A credit card number must be provided at the time of reservation. The client will be notified within 30 days after the event if the credit card will be charged due to unsatisfactory inspection of the first floor of the Scott House and/or noncompliance with any of the terms and conditions listed in this packet of information.

Refund policy

If the function is cancelled more than 30 days prior to the event, 50 percent of the deposit will be returned. If the function is cancelled fewer than 30 days prior to the event date, the entire deposit is forfeited to the Scott House.

Rental fees

Fees are subject to change, though changes will not affect contracted clients.

Fees apply to use at four-hour intervals, per day. The Scott House will be accessible two hours prior to the actual begin time. Costs do not include rentals, parking or police.

Private functions are \$750 (\$150/hour additional). An additional fee of \$150 is added to the standard house rental fee if a tent is erected for an event.

Additional charges

Additional charges may be incurred for the following:

- Chairs – \$4 each; invoiced from Scott House
- Parking – \$3 per vehicle; invoiced from VCU Parking and Transportation
- Police – \$36 per hour (three-hour minimum); invoiced from VCU Police
- Tables – \$5/\$8 each; invoiced from Scott House

- Trash removal – \$100; invoiced from Scott House
- Time extensions – \$150/hour additional (beyond four-hour rental fee)
- Special set-up or breakdown – rates vary
- Damages to the Scott House grounds, buildings or furnishings

Contact us

If you are interested in holding an event at the Scott House, please contact:
Kelly Kerr Phone: (804) 828-2284 E-mail: kkerr@vcu.edu

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Please note that these provisions are subject to change.