

Procedures for Use of AOE Facilities

November 9th 2011

1. Department facilities are for the use of Virginia Tech faculty, staff and students acting in their official capacities as members of the university (hereafter referred to as 'Virginia Tech personnel').
2. Under no circumstances may facilities be operated by non-Virginia Tech personnel.
3. All department facility use must be supervised by an AOE faculty member or other Virginia Tech faculty member, approved by the AOE Department Head, who is responsible for ensuring the safety of the activity and its consistency with the mission of the university.
4. Entities from outside Virginia Tech (e.g. businesses, organizations, individuals) wishing to use a department facility may only do so indirectly; i.e. if a faculty member agrees to be responsible for and to supervise the activity, and if the facility is operated by Virginia Tech personnel.
5. A faculty member may not supervise an activity for an outside entity if doing so would involve a conflict of interest that would bar them from performing the same activity as principal investigator of a formal sponsored project.

Relevant University Policies include Policy 1005: Health and Safety Policy and Policy 5000: University Facilities Usage and Event Approval. All University policies can be found at www.policies.vt.edu