

# VLS Guidelines for Reserving Dates, Space and Catering for Campus Events

1. Check the calendar in your student handbook and online at <http://rooms.vermontlaw.edu>. for available dates.
2. Come to the Office of Student Affairs located on the 2<sup>nd</sup> floor of Debevoise Hall and fill out a Student Organization Event Form. Email requests to reserve rooms or dates will not be accepted.
3. Dean Jefferson will provisionally approve or deny your event and reserve the event date at that time. Her office will notify you of her decision.
4. If your request is denied, schedule an appointment with Dean Jefferson to discuss her decision. The Student Affairs Office will notify respective offices of denial of event.
5. After Dean Jefferson provisionally approves your request, and if you plan on serving food or alcoholic beverages, please follow the steps below:
  - a. Immediately contact Fitz Vogt Associates by sending an email to Pam Leggett at [pleggett@vermontlaw.edu](mailto:pleggett@vermontlaw.edu). Fitz Vogt Associates will assist you with your catering needs. Your initial email should include the date, time, location, the number of people attending the event, and the type and amount of food to be served at the event. We encourage the use of local seasonal products whenever possible.
  - b. **All requests for the use of alcohol on Vermont Law School Property require three weeks notification.** You must also complete an Alcohol Event Planning Document.
  - c. Fitz Vogt Associates will respond to your catering request. Once the details have been worked out, Fitz Vogt Associates will send you a final email confirming your catering request.
6. Once you have received the confirmation of your catering request from Fitz Vogt Associates, you must come to Dean Jefferson's office and complete a Purchase Order. The Purchase Order must list in detail what you have confirmed with Fitz Vogt Associates.
7. To be complete, a Student Organization Event Form requires the signatures from all staff members listed on the back of the form (Buildings & Grounds, Fitz Vogt Associates, Information Technology, and the Dean for Student Affairs) before the reservation will be confirmed. When you obtain the signature from Fitz Vogt Associates, you must present the Purchase Order to them at that time. Additionally, you must send your AV Request via email to [avrequests@vermonlaw.edu](mailto:avrequests@vermonlaw.edu).
8. Once you have obtained the necessary signatures, submit the Student Organization Event form to Dean Jefferson's Office. If any signatures are missing, the Student Organization Event form will not be accepted.