1. PURPOSE

Radford University manages the Selu Conservancy in a manner consistent with best practices for stewardship and preservation of a natural environment, and in accordance with the laws and regulations of the Commonwealth of Virginia.

The purpose of the Selu Conservancy Use Policy and Procedure is to clarify and consolidate the numerous existing policies and procedures governing the use of this unique facility into one cohesive unit, and remove duplicate information already contained in the Use of University Facilities Policy and Procedure (under development).

2. APPLICABILITY

This policy applies to anyone using or wishing to use the SELU Conservancy as a whole, its facilities, or sections of the property for any allowed purpose.

3. AUTHORITY

University policies fall within a greater hierarchy of laws, statutes and regulations. The Board of Visitors has been authorized by the Commonwealth of Virginia to govern Radford University. (See Code of Virginia section 23-155.7; 23-9.2:3.) The Board of Visitors has delegated the authority to manage the University to the President.

As a part of that management, the President, in conjunction with the President’s Cabinet, will direct the development and implementation of University Policies and Procedures.

4. DEFINITIONS

Agreement: The Agreement that delineates the particulars of the event and establishes a contractual relationship between Radford University and the entity wishing to utilize University facilities. (Link to .pdf of Agreement)

Business and industry/general public: This encompasses for-profit groups and/or individuals; groups not fitting into the other categories of user.

Conference Services: The Director of this University department is the initial point of contact for all organizations, groups, and/or individuals, both external and internal, who wish to utilize any University facilities for events.
Conservation: For the purposes of this policy, this means the careful protection and preservation of the natural resource known as the Selu Conservancy to prevent exploitation, destruction, or neglect.

Internal SO: For the purpose of facility reservations, internal SO’s are defined as those departments with a Radford University account and those student organizations recognized by the Office of Student Affairs as official Radford University student organizations.

External SO: Groups not funded by or officially recognized by Radford University. These include nonprofit/civic groups (government office or agency, churches with tax-exempt status, etc.); business and industry/general public for-profit groups and/or individuals; and other groups not fitting into the above categories.

Event: Any program, conference, workshop, meeting, or special function for which a sponsoring organization wishes to utilize Radford University facilities.

Non-profit/civic groups: Any group with a non-profit status, i.e., government office or agency, public schools, churches with tax-exempt status, 501C-3 organizations, service clubs, etc.

Participants: This is any person(s) utilizing University facilities because of their relationship with the sponsoring organization.

Preservation: For the purposes of this policy, this refers to the protection of the Selu property in order to preserve its natural flora and fauna.

Selu Conservancy: The organization dedicated to the conservation of the wildlife and wildlife habitat on the Selu property owned by the Radford University Foundation in Montgomery County, Virginia.

Sponsoring Organization (SO): The organization, group, and/or individual(s) (external or internal) responsible for organizing, contracting, and/or paying for the event for which they have booked University facilities.

Stewardship: For the purpose of this policy, this refers to the careful and responsible management of the parcel of land entrusted to Radford University known as the Selu Conservancy.

Student Organizations: These are clubs and organizations to which the Radford University Division of Student Affairs has granted official recognition.

5. POLICY

- Groups utilizing Selu must be aware of and abide by the principles of preservation and conservation when on this property. In the spirit of the principles of preservation and conservation, all Conservancy users are restricted from bringing pets or other animals, excluding service dogs, onto the Conservancy. The use of tobacco products and/or illegal drugs is not permitted anywhere on the Selu Conservancy property.

- Sponsoring organizations/user groups assume financial responsibility for damage and vandalism to the Retreat Center, Selu grounds, and/or Selu/University equipment for the duration of the
contract. Radford University reserves the right to ask any person(s) or group to leave the Selu Conservancy property if they are deemed to be conducting themselves in a disorderly or inappropriate manner, or harming the Conservancy in any manner.

- A fee schedule for the use of Selu will be established prior to January 1 of each year with the new rates going into effect on May 1. A copy of the current fee schedule is available upon request. The type of group using the facility determines the user fees. Payment should be made to Radford University upon receipt of invoice.

- Facility rental rates are based on use of the Retreat Center and other Selu facilities. Use of the conference rooms entails a separate rate from the use of the lodging accommodations. Catering charges are separate from any facility use charges assessed.

- Facility rates do not include set-up charges for labor and special equipment needs. Set-up charges will be based on the type of equipment used and a labor charge per hour. Sponsoring organizations must provide their own audiovisual equipment.

**Retreat Center**

- The Retreat Center is set up to sleep 20 people. Lodging accommodations are dormitory style with two rooms having five sets of bunk beds in each room. There are two full baths, accessible to individuals with disabilities, with showers, sinks, and toilets.

- Linen service includes two twin sheets, a blanket, a bedspread, a pillow and pillowcase, two bath towels and two washcloths. Internal Radford University groups and external non-profit/civic groups will not have linen service provided, unless it is requested. External business and industry groups/general public will have linen service provided in the package price.

- The Selu Retreat Center will be clean when you arrive. It is expected that the participants who occupy the rooms will leave them in the same condition. Normal wear and tear is anticipated. Charges will be applied to the sponsoring organization’s bill for cleaning of unnecessary debris and/or repairing any damages. (Rate is calculated as a direct charge from Facilities Management, plus 30 percent.)

- All groups must agree to adhere to established fire and safety regulations. Please make sure that all participants are aware of the evacuation procedures that are posted in the facility. Tampering with fire systems, fire alarms, or firefighting equipment is prohibited while on University property and such behavior subjects individuals to prosecution under Virginia state law. Food preparation at the Retreat Center is only permitted in the kitchen area with the prior approval of the facility manager. No open flames of any kind are permitted in the Retreat Center.

**Groups with participants under age 17**
Radford University requires all groups with participants under the age of 17 to be accompanied by a chaperone while on University property, which includes Selu. It is required that there is at least one chaperone for every 15 participants. The chaperone must be at least 3 years older than the individuals s/he is supervising and cannot be under the age of 17. The chaperones are required to stay in the dormitory with the participants on overnight visits. **A minimum of one supervisor at least 21 years old must remain in residence throughout the duration of the retreat.** Defining the chaperone’s duties is solely the responsibility of the sponsoring organization.

**Catering Services**

- Groups requiring food and/or beverages must contract with Radford University’s Catering Services for the provision of meals, snacks, and beverages for all events at Selu. The Retreat Center contains a small kitchen, but groups larger than ten are required to contract with Catering Services for all meals unless prior arrangements are made with the Director. (Groups approved to use the kitchen must supply their own cooking utensils, pans, and place settings.)

- The sale, purchase, possession, transportation, storage, distribution, and consumption of alcohol on the Selu Conservancy property is only permitted by contract with Radford University Catering Services. University Dining Services holds the ABC license for all University facilities. All alcohol will be served in accordance with Virginia ABC and state rules. Alcohol must be distributed by University catering staff only. Sponsoring organizations/user groups may not impose a cover charge for alcohol. The availability of alcohol at the event must not be publicized. Alcohol consumed on Selu Conservancy property must be obtained and consumed within the area designated for the specific event.

- Due to health, safety, and legal issues related to the consumption of alcohol, and to ensure consistency of enforcement, **all students, including those 21 years or older, are prohibited** from consuming or otherwise absorbing alcohol while in any University facility or while at any University sponsored event, no matter the location the event occurs.

- Attendance at University sponsored events where alcohol is being served is limited to Radford University employees, students, contract groups, and their invited guests. Guests are subject to the same regulations as their host, such as complying with legal drinking laws and the use of legal IDs. Hosts are responsible for the conduct of their guests.

- When alcohol is available at an event, non-alcoholic beverages must be available in sufficient quantity and at a price equal to or less than that of the alcohol. Food must also be available.

- **No state funds (including University and student fees) may be used to purchase alcohol.**

6. **PROCEDURES**

   See Corresponding PROCEDURE # Coordinator will assign #

   (Include Appendices with Procedure)
7. RESPONSIBILITIES

See Corresponding PROCEDURE # Coordinator will assign #

8. INTERPRETATION

The authority to interpret this policy rests with the President of the University and the President’s Cabinet.

9. EXCLUSIONS

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10. REFERENCES

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11. APPROVAL AND REVISIONS

The President of the University and the President’s Cabinet have approval authority over this policy and all subsequent revisions.

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For information, contact the Office of Policy Compliance – 540-831-6651