

VIRGINIA MILITARY INSTITUTE
Lexington, Virginia

GENERAL ORDER)
NUMBER 33)

17 November 2022

Use of Crozet Balcony Policy

- 1) Purpose: The purpose of this policy is to establish standard procedures and guidelines for the use of Crozet Hall Balcony located in Crozet Hall.
 - a) The Crozet Balcony is a formal dining area located on the 200 level of Crozet Hall overlooking the main dining area. It is a place of special significance and will not be used routinely for dining or meetings. The following are examples of appropriate events for Crozet Balcony:
 - Dinner speaker to the Corps of Cadets or portion of the Corps
 - Thanksgiving and Christmas Dinners.
 - Corps Values Dinner.
 - Special guests of the Superintendent visiting VMI (e.g., BOV members, legislators, etc)
- 2) Auxiliary Services/Parkhurst will ensure that the Crozet Balcony is available and preset for use including the setting of plates, silverware, and glassware.
- 3) All audio-visual requests and coordination must be made thru Auxiliary Services. A request to use the audio-visual system must include a detailed description of the event, presentation, equipment requirements, time length, rehearsals, the speaker/responsible person, and the audience.
- 4) All non-Superintendent requests to use the Crozet Balcony and or the Crozet Hall audio visual system must be submitted in writing to the Director of Auxiliary Services. Each request will include a detailed description regarding the event, schedule of events, and a number of attendees. A copy of any Power Point slides or video clips to be used will accompany the request.
- 5) Any use of alcohol in these areas must be pre-approved by the Chief of Staff.
- 6) The Crozet Balcony and Sub's Mess calendars will be maintained by the Office of the Chief of Staff.

FOR THE SUPERINTENDENT:

John M. Young
Lieutenant Colonel, Virginia Militia
Chief of Staff

Dist: E, Cadets

OPR: Auxiliary Services