

# 2021 HOMECOMING TAILGATE & VENDOR POLICIES AND PROCEDURES

Virginia Union University invites and encourages fans to enjoy a positive tailgate atmosphere during approved athletic and game day events. Tailgate lots are available on a first come/first served and available online. Unless otherwise approved, tailgating on the street is not permitted.

*The aforementioned Policies and Procedures contained within this document are subject to change pending COVID-19 conditions.*

**New: Tailgate spots come with a tent and tables. No personal tents allowed.**

## **Tailgate Fees:**

20x20 tent - \$525

10x20 tent - \$395

RV - \$300 (Hovey Field only)

## **Game Day/Homecoming Policies and Procedures:**

- The tailgating application and fees must be submitted to the Division of Institutional Advancement **by October 1, 2021** after this date a \$25 late fee will be applied.
- The tailgating application and fees are available online and received by the Division of Institutional Advancement.
- Tailgating sites are issued on a first come/first served basis. **All sites will be assigned.**
- The primary designated tailgate areas are Hovey Field and Belgian Lawn.
  - Alumni Alley – (Barco Lawn)
  - Greek Row – (Belgian Lawn)
  - Athletic Square – (Hovey)
- Friday at 6:00p.m. tailgaters are permitted to set-up. The safety and security of personal property is the sole responsibility of its owner and not Virginia Union University.
- Tailgating areas will be open on Saturday from 6:00 a.m. to 9:00pm and/or at the discretion of University Officials.
- The University WILL NOT provide tables, chairs, or electrical outlets.
- No food may be sold without proper vending permit (See Vendor's Policies and Procedures).
- Propane and charcoal grills are the only permissible sources of heat for cooking. Burned coals and/or residue from cooking may not be permitted to make contact with the paved surface of the parking lot. Hot coals must be completely extinguished with water prior to leaving the tailgating site.
- **No open flames** under tents.
- No sales activities or solicitation are allowed on the University campus, including any/all tailgating areas (To sell or solicit merchandise, please refer to the Vendor's Policies and Procedures).
- Only Vendors will be allowed to sell merchandise.

- Please print and retain a copy of your tailgate email receipt to serve as Tailgate Credentials.
- Tailgate credentials for vehicles tailgating at Hovey Field must be displayed in the window of the tailgate vehicle. Only one vehicle may occupy each purchased lot—additional vehicles must pay to park in the gravel lot.
- University Officials will periodically check tailgate lots to enforce policies and procedures
- Please maintain orderly conduct while tailgating.
- Guests and Visitors must follow all policies and procedures contained in this document
- There is no rain date for this activity and no refunds for inclement weather

### **Removal of Trash and Charcoal Fires**

- All trash/recyclable items must be picked up and sorted into proper receptacles prior to your departure. This includes trash around or near your assigned area.
- While tobacco use is strongly discouraged, all tobacco products must be discarded into proper receptacles prior to departure.
- All leftover food/beverages must be placed in proper containers and/or discarded into proper receptacles prior to departure.

### **Vendor Policies and Procedures:**

It is the policy of Virginia Union University that no individual, organization, or group can vend on or about the premises of the University's campus without a Current/Valid Business License, Vendor's Application, and purchase of vending lot. To reserve vendor lots, please visit <http://www.vuu.edu/alumni>. Virginia Union University reserves the right to refuse any Vendor Application. The University assumes no liability when the vendor is operating and/or conducting business while on campus in accordance to the Vendor Policies and Procedures.

**Vendor Fees: Food Vendor - \$400 | Non-Food Merchandise Vendor - \$300 | Non-Profit & Non-food Vendor - \$150**

- The primary designated vending areas Belgian Lawn.
  - Panther Walk
  - Ellison Loop (Food Trucks)
- **The vendor's application and fees are available online and received by the Division of Institutional Advancement.**
- All Food Vendors must be registered and permitted by the Virginia Department of Health. Vendors who are not permitted must submit a temporary food establishment application and pay \$40 to the Virginia Department of Health at least ten (10) calendar days in advance of the date of the planned event.  
*To submit a Temporary Food Establishment Application, please visit*  
<http://www.vdh.virginia.gov/content/uploads/sites/84/2017/02/TempFoodEstApp.pdf>
- The Vendor's Fee and Current Business (Vendor's) License number must be included on the vendor's application and submitted at least ten (10) calendar days in advance of the date of the planned event.

- Vendor's Fees are payable online.
- **No vendor will be able to sell VUU paraphernalia, illegal CDs and other copy written paraphernalia.**
- Vending sites are issued on a first come/first served basis.
- The University WILL NOT provide chairs, electrical outlets, tablecloths, and signage.
- Your current Business License must be accessible at all times during the event.
- If selling food, a permit from Virginia Health Department is required.
- The receipt from purchase will serve as the official VUU Vendor Permit. The permit must be displayed at all times.
- Due to spacing vendors will **ONLY** be allowed 1 vehicle in the vendor designated parking location. All vehicles must be parked in the lot reserved for vendors. **Driving or parking is not allowed on the grass.**
- Food Vendors are required to have the proper receptacles at vending sites to discard oil and grease when preparing food.
- Vendors must have receptacles for trash and waste at vending sites. All trash and waste must be removed from the vending site and properly disposed.
- All Vendors will have the option to set up at 6:00a.m. and are required to shut down at 9:00pm and/or at the discretion of University Officials.
- Vendors will need to display the OFFICIAL VUU Vendor's permit while on campus.
- There is no rain date for this activity and no refunds for inclement weather.
- No refunds after September 20, 2021.
- Contact University Police (804-257-5600) for all emergencies.
- All credentials will be mailed by October 1, 2021, after that date they must be picked up in the Office of Institutional Advancement.

**Violation of these policies and procedures will prevent further tailgate/vendor opportunities.**

**The aforementioned Policies and Procedures contained within this document are subject to change.**

**For Questions or Concerns, please contact the Division of Institutional Advancement at 804-342-3938.**