

House Management
c/o Event Planning Office
University Unions & Student Activities
Virginia Tech
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Last Updated: 07/15/05

House Management Guidelines & Information

(Burruss Hall Auditorium Only)

House Management is critical to patron safety and assists event sponsor and staff in creating a positive experience for the attendees of cultural, social, and educational programs.

Public Assembly events involve various risk factors associated with having large numbers of people in one location. The primary risk factors are high occupant density, occupants that are not familiar with the building, occupants who may be impaired for a variety of reasons, and event held where there is limited lighting.

Environmental Health & Safety Services requires a minimum of one trained House Staff employee per every 250 occupants in a public assembly.

The House Management Staff of Burruss Hall Auditorium are trained in Emergency Evacuation procedures for the venue. In the event of an emergency, the House Staff are here to help you and your audience.

House Staff Responsibilities:

- Unlock and lock doors to auditorium according to Sponsor's specifications
- Check aisles for obstructions and other hazards
- Observe audience for potential problems
- Contact emergency personnel when emergency arises
- Lead evacuations when an emergency arises
- Maintain and manage a safe atmosphere for your audience

Sponsor Responsibilities:

- Review reverse side of this form and submit answers via email to housemgmt@vt.edu no less than 10 days prior to the event
- Provide ushers as necessary
 - To help seat patrons
 - Ticket taking
 - Distributing program material
- Move any obstructions from aisles or alcoves
- Cooperate with House Staff in the event of an emergency
- Leave facility in condition as found, if not better

Fees:

Effective February 15, 2005, all events in Burruss Hall Auditorium will be charged a House Management Fee. There is a 2-hour minimum per event. Sponsors will be charged beginning 15 minutes prior to audience doors opening until 30 minutes after the event ends. A minimum of 3 House Staff will be present for all events. The number of House Staff will depend on the expected attendance of the event. For specific pricing or additional information, please go to <http://www.uusa.vt.edu/eventServices/HouseManagement/HM.htm>.

Virginia Tech does not discriminate against employees, students, or applicants on the basis of race, color, sex, sexual orientation, disability, age, veteran status, national origin, religion, or political affiliation. Anyone having questions concerning discrimination should contact the Office for Equal Opportunity.



