

Central Virginia Community College Policies  
II - General Administrative Policies  
Facility Use Request



Policy #:	CVCC0022
Effective:	__/__/__
Revised:	11/14/2022
Responsible Dept.:	Facilities
Other Policy References:	NA

Employees wishing to use campus facilities for events should submit an “Application for Facility Use” form using Astra Schedule. The request should be made at least two weeks in advance of usage, if possible. Failure to reserve a room with the proper office could result in conflicts. In such cases, only those activities which have been correctly reserved will be allowed to use the facilities. Use of facilities at the off-site centers should be made directly with the off-site center’s office.

Please contact Facilities Management at 434-832-7736 to check room availability or assist with completing event applications.