

Dear VCU Departmental Clients:

Thank you for using the USC&A facilities as a valued client last year.

We wanted to alert you that some of your events sponsored by University departments in the 2017-18 academic year will now be charged for facility rental. These charges are being implemented for a number of reasons including increased student organization requests for event space, higher costs related to housekeeping and maintenance, and budget considerations.

Please note that any of your activities that include students, such as graduation and award ceremonies, will not incur a charge. Other events, such as departmental or divisional meetings, will be charged.

We look forward to working with you as you plan your events. If you have any questions, please contact Jennifer Chapman at (804) 828-3527 or [jlchapman2@vcu.edu](mailto:jlchapman2@vcu.edu).

Sincerely,

*Jennifer Chapman*

Jennifer Chapman,  
Assistant Director of Operations/Facilities/Event & Meeting Services