VIRGINIA MILITARY INSTITUTE
Lexington, Virginia

GENERAL ORDER)
NUMBER 32) 12 August 2015

PROTOCOL VIP QUARTERS
REGULATIONS AND POLICY FOR USE

1. **Purpose**: The purpose of this regulation is to establish authorized uses for the properties known as the Protocol Quarters and the Turman House (further known in this document as VIP Quarters) as well as to prescribe policies and procedures for such use.

2. **Authority**: Protocol Quarters and the property known as the Turman House are the property of VMI. The Protocol Office has management oversight responsibility for both the Protocol Quarters and the Turman House.

3. **Administration**: Maintenance and upkeep will be coordinated by the VMI Protocol Office in the same manner as other properties owned by VMI. In deference to the furnishings, historic artifacts and to the overall safety of the property, smoking will not be permitted inside the VIP Quarters.

4. **Authorized Uses and Users**:
   A. Protocol Quarters located at 303 Letcher Ave.
      1) Description - There are two one-bedroom suites on the first floor of the Protocol Building with a small sitting room and kitchenette. These are for the use of distinguished visitors on an "overnight" basis, but may extend for a period not to exceed three (3) consecutive calendar days. In special circumstances, approved by the Chief of Staff, the length of stay may be extended. Guests may include, but are not limited to guest lecturers, special invited visitors to VMI, dignitaries (to include major development prospects and donors), and members of the VMI Board of Visitors.
      2) Priorities for the accommodation of these guests will be as follows:
         a. Superintendent invited guests
         b. Members of the Board of Visitors
         c. Corps Speakers and guest lecturers
         d. Individuals receiving VMI or Agency awards
         e. Instructors or trainers to the Institute
         f. Transitioning employees on a short-term basis – (1 to 4 days only).
   B. Turman House located above Jordan's Point
      1) Description – There are two one-bedroom suites on the second floor of the Main House. These are for the use of distinguished visitors on an "overnight" basis, but may be extended for a period not to exceed three (3) consecutive calendar days. In special circumstances, approved by the Chief of Staff, the length of stay may be extended. Guests may include, but are not limited to flag officers or equivalent, Corps speakers, special invited visitors to VMI, dignitaries (to include major development prospects and donors).

2) Priorities for the accommodation of these guests will be as follows:
   a. Superintendent invited guests
   b. Individuals receiving VMI or Agency awards
   c. Special guests of the Institute and guest lecturers
   d. Members of the Board of Visitors or Officers of the VMI Foundation

5. <u>General Use Policies</u>

A. All use of Protocol Quarters and the Turman House will be coordinated and scheduled through the VMI Protocol Office at (540) 464-7784. Keys must be picked up between 0830 – 1630 hrs. Monday through Friday as directed by the Protocol Office.

B. Check out time is **<u>0900.</u>** Check in time is **<u>1500</u>**.

C. The sponsoring department will be responsible for guest's visit including the picking up and returning of keys, familiarizing the guest with the quarters and insuring the guest is given any pertinent information concerning their itinerary. If for some reason the guests will be checking in after business hours and the sponsor is not available to meet them at the quarters to let them in, then the sponsor or someone in that department will need to contact VMI Police to let them know that they will be needed to assist in letting your guest into the VIP Quarters. It is incumbent upon the sponsor to explain to the guest the procedures. That procedure is as follows: When the guest arrives on Post they will need to call (540) 463-9177 which is the local dispatcher. The guest will then need to let the dispatcher know their name and they need VMI Police to let them into the Protocol Quarters or Turman House, whichever one the guest will be staying. VMI Police will let them in as soon as possible and their key will be in their room. The sponsor should also alert VMI Police in advance that such a call will be coming. The sponsor should provide the name, approximate time of arrival, and which quarters they will be staying.

D. Refrigerators will be stocked with one day's worth of juices, water, soft drinks and coffee. Any additional requirements are the responsibility of the hosting department.

E. Catering will be the responsibility of the individual or group using the facility. The coordination of meals will be the responsibility of the sponsoring department as well as the clean-up of meals. There is to be NO food left in the refrigerator, however, unopened beverages provided by the Protocol Office are to be left in the refrigerator.

F. At any event at which alcohol is to be served, the event participants will comply with the VMI Alcohol Policy and all applicable laws of the Commonwealth of Virginia. In the event VMI cadets are authorized to be present, they will not, under any circumstances, be served or partake of alcoholic beverages, even if they are deemed to be of legal age under the laws of Virginia. There will be no exceptions to this rule.

G. Use of Protocol Quarters and Turman House is expressly reserved for those special visitors listed above. Any requests for an exception to these rules to permit persons outside the list of authorized users must be presented to and approved by the Chief of Staff. These will only be approved in rare, limited occasions as these quarters must be available on short notice. The sponsoring/requesting party will be responsible for these guests to include costs and any damages. An appropriate room charge will be paid to defray all costs to VMI for these visitors.

6. **Use of the Turman House by Individuals/Groups:** Individuals/groups may apply to use the "public spaces" in the Main House, the Lawns, Gardens, and Patio areas around the main house. No function will be approved if it is deemed incompatible with the historic nature of the house and grounds, or if it falls within a "Prohibited Use."

7. **Charges:** At the conclusion of each scheduled event held on the property, the property will be thoroughly inspected by a representative of VMI and damages noted. The sponsoring department or individual is responsible for any damages or other abnormal wear or tear.

8. **Prohibited Uses:** The following uses are deemed inappropriate for VIP Quarters and will not be authorized:
   A. The Turman House will not be used as temporary housing for newly arriving members of the faculty and staff while they are seeking accommodations in Lexington or the surrounding area.
   B. The overnight presence of children under the age of 12 will not be permitted. Young guests above that age may stay overnight in Protocol Quarters or the Turman House when accompanied by authorized parent or guardian.
   C. VIP Quarters will not, under any circumstances, be used by cadets. Cadet presence at VIP Quarters is prohibited except when such presence is specifically requested at an approved function.
   D. VIP Quarters will not be used by alumni or members of the community at large for parties, bridal showers, wedding receptions, etc., nor will it serve as dressing rooms for weddings.
   E. No more than two (2) guests per bedroom are permitted to stay overnight in the VIP Quarters. No one is allowed to sleep in rooms (living rooms, sitting rooms, etc.) that are not equipped with beds.
   F. **No pets** will be allowed under any circumstances.

9. **Exceptions and Changes:** Any requests not covered by this policy should be made in writing to the Chief of Staff and will be handled on a case by case basis. Exceptions to the policies above may only be granted by the Chief of Staff.

FOR THE SUPERINTENDENT:

James P. Inman
Colonel, U.S. Army (Ret.)
Chief of Staff

DIST: E

OPR: Chief of Staff/Protocol