

VIRGINIA MILITARY INSTITUTE
Lexington, Virginia

GENERAL ORDER)
NUMBER 68)

8 January 2025

Scheduling, Use and Maintenance of McKethan Park

1. **Purpose and Applicability.** The purpose of this policy is to establish the requirements for scheduling, use and maintenance of McKethan Park. It applies to VMI cadets, , VMI departments to include VMI ROTC departments, VMI alumni groups, and VMI employees for their family/personal use, and non-VMI groups, requesting use of this VMI facility to include the observatory, pavilion, softball field, camping areas and Trap and Skeet Range.
2. **Responsible Official.** The Director of Facilities Management is responsible for the administration of this policy with regard to the scheduling, use and maintenance of McKethan Park.
3. **General.** McKethan Park is scheduled, operated, and maintained by the Department of Facilities Management/Physical Plant. VMI assumes no responsibility or liability for any bodily injury or property damage arising, either directly or indirectly, from the usage of the property, whether such operations are by the scheduled user or trespasser or by any subcontractor, or by anyone, directly or indirectly, employed by either VMI or a subcontractor. As a condition to use of the park, all users must assume the risks of bodily injury and property damage that are inherent to facilities of this kind and that naturally arise from the activities undertaken therein. All users must leave the facility clear of all debris and ensure trash is removed.
4. **Scheduling and Contract.** To schedule any of the McKethan Park facilities please submit your request online at the following link [Physical Plant and Facilities Maintenance - Facilities Management - Virginia Military Institute \(vmi.edu\)](#) or call 540-464-7358 for additional information. Priority is given to cadet functions. A non-cadet function may be canceled if a cadet function must be held at a McKethan Park facility at the same time. A Facility Use Agreement must be signed, and returned, within the timeframe specified in the agreement or the event will be removed from the schedule. Fee payment, if required, and park access information will be provided when the contract is signed.
5. **Facility Use Fee.**
 - a. There is no charge for use of the pavilion, camping areas or softball field by cadets or VMI departments for use with cadets for picnics, meetings, training exercises, etc. Users will furnish all personnel necessary (i.e. umpire, security, chef, etc.) for the operation of their event and will be responsible for paying all such employees as required. Users will be financially responsible for repairs and/or replacements to property in and on the facility which may be damaged or impacted by actions beyond the “normal use” category.
 - b. There is no fee for using the Trap and Skeet Range by VMI ROTC departments, VMI alumni groups or the VMI Trap and Skeet Club Team.

There is a facility use fee for any event held at McKethan Park that is not cadet-related. The maximum capacity for a pavilion event is 250 people. Fees, based on the most current approved fee list, will be calculated and provided to the requestor once an event has been approved. Fees are due to the Physical Plant in accordance with due date listed on the Facility Use Agreement.

6. **Maintenance.** The facility will be cleaned prior to each scheduled use. Restrooms are available to users from 1 April through 31 October. The user is responsible for providing port-a-potties for events larger than 100 people or for events scheduled from 1 November through 31 March.
7. **Alcohol.** The use of alcohol is not permitted at McKethan Park. Requests for exception to this policy should be sent to the VMI Chief of Staff in accordance with General Order Number 2, Alcohol Policy.
8. **Safety Requirements.** Users should be aware that McKethan Park is home to many wild creatures including snakes, bees, and deer. The terrain is also naturally uneven and contains fallen timber which may result in tripping or falling. All users should have on hand a first aid kit in case of an injury.
9. **Trap and Skeet Range Use.** The Trap and Skeet Range is solely for the use of the Trap and Skeet Club Team, ROTC departments and for pre-approved alumni events. A VMI certified Range Control Officer must be present at all events held at the Trap and Skeet Range. All users are required to be familiar with the published Range Standard Operating Procedures maintained by Deputy Commandant, and should consult General Order Number 64, VMI Firing Ranges Policy.
10. **Observatory.** The VMI Observatory is operated and controlled by the Department of Physics and Astronomy. All requests for use should be directed to that department.

FOR THE SUPERINTENDENT:

Gary A. Bissell
Colonel, USAR (Ret.)
Interim Chief of Staff

DIST: E, Cadets
OPR: Physical Plant