

Shift Event FAQ's

Does renting Shift cost money?

Renting Shift Retail Lab for your event is free to all! However, if you are serving alcohol and/or using the parking deck, we will pass the cost of those 2 items to your organization.

My event has alcohol... What do I need to know?

All VCU events serving alcohol are required to hire a campus security guard. They require payment for at least 3 hours at \$69.60/hr, no matter the length of your event.

If you are planning to serve alcohol at your event, there are 2 options:

1. Hire an ABC-certified caterer; they will provide the correct documentation and will serve your guests. You are welcome to use any caterer of your choice; here's one that we use all of the time and is great:

Brian Coates - chefbrian@egourmetrva.com or INFO@EGOURMETRVA.COM
<https://www.egourmetrva.com>

2. If you choose not to hire a caterer, you must apply for a [Banquet License](#) from ABC. These typically take up to 2 weeks to process. Please bring it with you to the event.

Because multiple pieces of this process can take up to two weeks, **please let us know if your event will have alcohol two weeks before the date** so we can book accordingly.

I want my event guests to be able to park close... Do you have parking available?

While there is street parking around Shift, Broad St can be busy to park on and is pay-to-park during the week. We can provide validation for parking in the W Broad Street Deck (access on N Harrison), so please let us know if this is something you would be interested in. *Please note that there are often other events on campus and we cannot guarantee parking spots at all times.

We want to come in and set up early... Is that a problem?

Coming in and setting up early is totally fine, *so long as we know you are coming*. Because Shift is a multi-use event space, we often have multiple events happening on the same day. When reserving the space, please let us know when your setup will start. *This includes if you have a caterer coming in. **Please ask them about their set-up time needed and incorporate that into your event time when scheduling.**

Will I have access to WiFi at Shift?

For non-VCU affiliated guests: VCU Guest Wireless available for all visitors to the VCU campus. When trying to reach the Internet on your computer or mobile device for the first time from a VCU campus, look for the **VCU Guest Wireless** SSID in the list of networks presented. Select the VCU Guest Wireless network, and a log-in page will display. Read the terms and conditions, accept them by entering your email address, and you are logged in and ready to go.

As this is a free service, there are always caveats. This new wireless network requires you to follow the log-in process each time you attach to the network. It is also important to remember that this is an unsecured connection. This service should not be used to send or receive sensitive information.

I filled out the form. What now?

Once you have filled out the Shift Retail Lab Scheduler form, your **request** will be in the queue to be processed. We are a small team, so it may take a few days. Your event is not confirmed until the space manager emails to confirm and adds you to the calendar. If you have not heard from anyone within a week of sending your request, please [email Regan O'Donnell directly](#).

Other things to note:

- If you would like for the marquee sign above our door to read a certain message for your event, please notify the scheduling manager at least 3 business days prior to your event.
- If you are interested in touring Shift before your event, feel free to contact us and schedule a tour or drop by during our weekly open hours (M-F 10am-3pm, Sat 12-2pm), and one of our lovely Shift workers will be happy to give you a tour!

Contact Shift Retail Lab Space Manager:

Regan O'Donnell | shiftretail@vcu.edu