

LIBERTY

UNIVERSITY

EVENTS

General Event Scheduling Policies

Liberty University departments and faculty are encouraged to use University facility space for meetings, study halls, and special events. Liberty University reserves the right to place reasonable time, place, and manner restrictions on any activity conducted on Liberty Campus.

In order for Liberty University faculty and staff to schedule facility space on campus, it must be an official University event, which is sponsored by a LU department or organization. Any request that is not an official university event will be treated as Non-University/External event and is subject to facility rental and set-up fees.

Faculty/Staff Scheduling Rules and Regulations:

1. To schedule a University facility, a "University Event Request" form in 25Live must be submitted. The request form must be filled out completely and with all event information; this includes set-up and tear-down information/timeline.
2. A room is reserved once you receive an event confirmation or contract from the University Events Office via email. Please allow at least five business days to hear back on a scheduling request.
3. All room requests are reserved on 'first come first served' basis. Rooms are scheduled on a semester to semester basis.
4. All facilities must be left in the manner they were found. Tables, chairs, desks, sound equipment, audio visual equipment, athletic equipment and other misc. items in the facility must be left in the condition that it was found. (*Note: When you reserve a room you are responsible for materials in the room and any damage will be assessed to the sponsoring department*).
5. All event attendees are required to dress and act within the Liberty Way while attending any event on campus. Any issues will be addressed by Human Resources or the Dean of Students.
6. Problems or unlocks during an event should be directed to LUPD (non-emergency) 434-592-7641. If there is an emergency during the event please call 911.
7. Trash must be cleaned and cleared out after an event; all trash must be put in the provided trash receptacles.
8. All Resource requests must be submitted on the event request form; all these items will be considered for availability when the event is scheduled as well. (If not submitted with event request, Events Office cannot confirm availability).
9. In order for LUPD to unlock classrooms and facilities on campus, all activities must be scheduled on 25Live to ensure it is an official event. Please have your event confirmation or contract available at the event for unlock issues.
10. When a Liberty University department sponsors' an event, they are taking liability for all aspects of the event.