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EVENTS

Hancock Welcome Center Policies

1) Contact Information and General Guidelines

A) All aspects of the event must be coordinated with the Liberty University Events Office at (434) 592-3511 or events@liberty.edu and approved by the University Events Office.

B) The sponsoring organization of the event is responsible for the actions of all guests and participants of the scheduled function. Events must adhere to Liberty University policies and procedures and comply with the Liberty Way.

C) If during your event, the location you've requested and been approved for is locked, please contact LUPD Non-Emergency at (434) 592-7641.

NOTE: Please ensure you have a digital or printed copy of your Signed Event Contract or Event Confirmation. This documentation verifies your approval to access the space and may be requested by an LUPD Officer at any time.

D.) Liability Clause: The University Events Office reserves the right to approve or deny any event that does not meet acceptable criteria. Such criteria include, but are not limited to: an Event Request submitted through the University Official Scheduling Software (25Live), activities within the Liberty Way, events appropriate for the space in which they reside.

NOTE: Events requested less than two weeks from the initial start date are subject to denial. You acknowledge that failure to comply with these policies may result in fines and denial of all future events you may request. Furthermore, any damages inflicted on materials provided by the University or the facility, whether caused directly by you or indirectly through guests attending your event, is your responsibility. Damages incurred may result in fines and denial of all future events you may request. Moreover, the University is not responsible for lost or stolen items.

2) Space & Resource Specific Policy

A) Only official Liberty University events are permitted in the Hancock Welcome Center. Hall events and outside group events are not allowed. The Office of the President and Enrollment Management/Visitors Center events take priority when scheduling Hancock Welcome Center spaces.

B) The facility is scheduled on a first-come, first-served basis, semester by semester, through the University Events Office.

C) The use of the Visitors Center offices and break room on the Terrace Level is strictly prohibited.

D) Nails, tape, tacks, and staples may not be used on the walls. Event setup and teardown must be scheduled as part of your official reservation request.

1) Food, Licensing, and Event Approval

A) All food and trash must be removed from the building at the conclusion of the event. Trash should be placed in the receptacles located on the south exterior of the building. Catering staff must use the rear entrance for access. Service vehicles must park on the south side of the building and may not use the front entrance. The service kitchen belongs to Sodexo and is for their use only.

B) During normal business hours (Monday–Friday 8 a.m.–6 p.m.; Saturday 8:30 a.m.–6 p.m.; Sunday Noon–6 p.m.), Hancock Welcome Center personnel will be conducting business and may not provide assistance with events. The event host must ensure the space remains presentable to campus guests.

C) Parking in front of the Welcome Center is reserved for guests only. Faculty and staff must not use

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this parking and are subject to towing at their own expense if in violation of posted parking rules, per Liberty University Police Department guidelines.

D) All events scheduled after hours must require a University Events Office representative to lock the building once guests leave.