

LIBERTY

UNIVERSITY

EVENTS

Jerry Falwell Library Events Policy

- 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 two weeks out from the initial start date may not be approved. 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) Events hosted in the Jerry Falwell Library (JFL) must follow the Library Reservation Policy and The Liberty Way.
 - b) The JFL is an academic space; therefore, only academic or University-related events are allowed.
 - c) Please be aware that the library does not have full-time staff to support events held in their space. All event-related needs should be requested and approved in advance through the University Events Office. University Events staff are typically available for event support Monday-Friday from 8 a.m.-8 p.m. They can be reached at (434) 592-3511 or by emailing events@liberty.edu.
 - d) The event (including setup/cleanup) must be within library hours of operation.
 - e) Access outside of building hours will not be granted.
 - f) The library has adjusted hours for school breaks, holidays, and summer. Please verify library hours for the day of the planned event.
 - g) During the school year, service points are closed for Convocation on Wednesdays and Fridays between 10:30–11:30 a.m.
 - h) If users plan to bring any materials to the event, they must submit an event materials list to the University Events Office prior to the event.
 - i) At their discretion, the University Events Office and/or the library may prohibit or require modifications to event materials to avoid damage and to ensure accessibility to library spaces, resources, and services.

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- j) Unless prior arrangements have been made, no materials can be stored in the space. Customers are welcome to use a locker to store materials in accordance with the JFL Locker Policy.
 - k) The JFL loading dock is for use by JFL staff, approved vendors, and LU departments with badge access (i.e., LUPD, Sodexo, University Events, Maintenance). All other groups and individuals must park elsewhere and use public entrances to the library. Departments holding events in the library are not allowed to use the loading dock area unless they have made arrangements with the University Events Office prior to the event. Library staff will not grant groups and individuals access to the building through the loading dock.
- 3) Food, Licensing, and Event Approval
- a) All materials, food, and activities must be contained to the reserved space unless prior arrangements have been made.
 - b) All spaces should be requested through 25Live using the University Event Request Form at <http://www.liberty.edu/events/departmental-events>.
 - c) We advise those wishing to reserve JFL spaces to visit before making the reservation to ensure that the space will meet their needs and so that they can accurately request the materials and layouts needed when placing the reservation.
 - d) Cancellations or changes to the requested event time frame, materials, or layout must be made at least 24 hours in advance.
 - e) External vendors must submit a Certificate of Insurance to the University Events Office for events in the Jerry Falwell Library.
 - f) No furniture in the atrium or other open spaces should be moved or altered in any way without including such requests in the event reservation form and receiving approval to do so as part of the event approval.
 - g) The space must be left as it was found. All trash must be disposed of in the appropriate receptacle.
 - h) Any materials brought by the customer need to be removed immediately following the event.
 - i) The reserving party will be liable for damage incurred during their reservation time.
 - j) Flyers, table tents, or other signage should not be posted or placed on walls, doors, windows, or furniture or otherwise distributed in the library without prior consent of library staff.
 - k) If the President attends, notify University Events and email JFLevents@liberty.edu.
 - l) Non-Compliance may result in loss of event privileges.