

LIBERTY

UNIVERSITY

EVENTS

LaHaye Event Space 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 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) Access and Use Limitations: Users only have access to the LaHaye Event Space. The Service Hallway, Student Activities Area, and Storage Closets are off-limits. If use of the rotunda or setup time before the event is required, this must be included in the Event Request and scheduled in advance. LaHaye Green Room use must have expressed written approval from the University Events Office and Student Activities. (Both are required).
- b) Event Materials and Setup: Any event materials must be submitted for approval prior to the event. Customers requiring tables outside of the space (for check-in or buffets) must also reserve LaHaye Rotunda tabling spots 2 and 3. The University Events Office may require modifications or prohibit certain materials to prevent damage. No items may be leaned against walls, placed in front of doors, or hung on walls. If additional materials are needed last minute, contact the University Events Office for assistance.
- c) Cleanliness and Damage: All trash must be placed in appropriate receptacles, and the space must be returned to its original condition. All items brought into the space must be removed immediately after the event—items left behind will be discarded. Groups are responsible for any damage that occurs during their reservation.

3) Food, Licensing, and Event Approval

- a) Licensing and Vendor Requirements: A certificate of insurance is required for any external vendors

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participating in events within the LaHaye Event Space.

- b) Parking and Loading: Use of the small parking lot and side entrance door for loading/unloading must be requested and approved in advance of the event date.
- c) Event Approval: All events must adhere to Liberty University's policies and the Liberty Way. Approval is contingent upon proper scheduling, adherence to facility restrictions, and coordination with the University Events Office.