

LIBERTY

UNIVERSITY

EVENTS

Montview Ballroom 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 and Resource Specific Policy

A) Access and Capacity Requirements: Events must have at least 100 guests to qualify for one side of the Ballroom and a minimum of 300 guests to reserve the full Ballroom.

B) Users are only permitted access to the Ballroom and adjoining Lobby. Use of the Sodexo Service Hallway, Kitchen, Storage Closets, and service elevator/loading area is prohibited unless previously coordinated through the University Events Office.

C) Setup, Furniture, and Materials: Event materials must be submitted for approval in advance. Modifications may be required at the discretion of the University Events Office. No furniture in the lobbies may be moved without prior permission. Materials must not lean against walls or artwork. If setup occurs near or in front of paintings, University Events must be notified. Setup on the day prior or day of the event must be scheduled ahead of time, and a University Events employee must be present.

D) Cleanliness and Parking: All trash must be properly disposed of, and any items brought into the Ballroom must be removed immediately after the event—items left behind will be discarded. All guests must park in the Parking Garage. During parking enforcement hours (6:00 a.m. – 4:30 p.m.), parking passes must be requested from the University Events Office at least two weeks prior to the event.

3) Food, Licensing, and Event Approval

A) Catering and Food Service: Sodexo Catering is required for any event that includes food or

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beverages in the Montview Ballroom.

B) Licensing and Vendor Requirements: A certificate of insurance is required for any external vendors participating in events.

C) Event Approval: If the President of the University is attending the event, the University Events Office must be notified. All events must comply with the Liberty Way and are subject to the policies of the University Events Office.