

LIBERTY

UNIVERSITY

EVENTS

Montview Lounge

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.) The Montview Terrace Lounge is equipped with presentation capabilities, but an HDMI cable is not provided. An HDMI cable may be available for check-out at the University Events Montview Office. Additional audiovisual needs should be coordinated through the University Events Office.

B.) Furniture in the Terrace Lounge may not be removed or rearranged unless pre-approved and scheduled with the University Events Office. All items brought into the space must be removed immediately following the event. Any items left behind will be discarded.

C.) The room should be left in the same condition in which it was found. No materials may be taped, tacked, stapled, or nailed to the walls. Do not leave any items outside the door. Be mindful of nearby departments and student groups during business hours (8:00 a.m. – 5:00 p.m.).

3) Food, Licensing, and Event Approval

A.) If food or beverages are included in the event, notify the University Events Office during scheduling. Trash must be disposed of in designated receptacles, and any leftover food must be removed or arrangements made with Events for trash pickup. Custodial support is available upon request.

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B.) Events requiring day-before or same-day setup must schedule this time through the University Events Office. Use the Crestron panel outside the room to confirm availability, as it reflects the reservation schedule.

C.) Parking spots near the front of DeMoss during the hours of 4:00 a.m. – 4:00 p.m. must be specially reserved through the University Events Office via LUPD. Event Officers can be scheduled as needed to assist with your event.