

School of Business Policies

1) Contact Information & 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) Hours of Operation: The School of Business is open from 8 a.m. to 9 p.m., Monday through Friday. Access Control unlocks the exterior doors from 7 a.m. to 9 p.m. Events may be held until 9 p.m., and a University Events Team member is required for events after 5 p.m. These hours are subject to change.

LIBERTY UNIVERSITY

EVENTS

B) Event Bookings: Students can book the Study Rooms in the School of Business via 25Live. No furniture in the lobbies is to be moved or altered unless by School of Business events. Tabling events are not permitted in the lobby or within the School of Business building.

C) External Vendors and Insurance: Insurance is required for any external vendors attending events in the School of Business. The University Events Office must be notified if the President will be attending the event.

D) The Crestron code for this space is: 1971

3) Food, Licensing, and Event Approval

A) Food and Drink Restrictions: No food or drink is allowed in the SOBUSI Towns Auditorium.

B) Event Materials and Liability: Any materials brought into the School of Business for an event must be removed immediately after the event. Items left behind will be discarded. The group holding the event is liable for any damage that occurs during their reservation time. Podium should not be unplugged in the Towns Auditorium.

C) Event Approval: All events held in the School of Business must be coordinated through the University Events Office. Any department wishing to use the SOBUSI building must submit a request to the University Events Office rather than seeking approval from SOBUSI.