



University Events Tablecloth Policy

1. Contact Information & General Guidelines

- a. For questions regarding UEO Tablecloths, please contact the University Events Office at (434) 592-3511 or events@liberty.edu.

2. Space & Resource Specific Policy

- a. Tablecloth requests must be made at least 2 days in advance of your event. Tablecloths are available on a first-come, first-served basis.
- b. All tablecloths must be picked up and returned to the Montview Events Office (3630) between Monday and Friday, 9 a.m. – 4 p.m.
- c. You have 24 hours from the time your event ends to return the tablecloths. If your event is on a Friday or over a weekend, tablecloths must be returned by the following Monday at 12 p.m.

3. Food, Licensing and Event Approval

- a. If a tablecloth is not returned, or is returned damaged, stained, or with holes, a fee of \$125 per tablecloth will be charged.
- b. Do not attempt to wash or stain-treat the tablecloths after use. All cleaning will be done by the University's designated dry cleaner to ensure consistent quality for future use.
- c. Tablecloths should not be used on tables that will hold food to avoid staining and damage.

Signature

Date