

Policy Information

Policy Title

General Event Scheduling Policies

Issuing Office

University Events Office

Affected Parties

Faculty & Staff

Policy Language

Liberty University departments and faculty are encouraged to use University facility space for meetings, study halls, and special events. Liberty University reserves the right to place reasonable time, place, and manner restrictions on any activity conducted on Liberty Campus.

For Liberty University faculty and staff to schedule facility space on campus, it must be an official University event, which is conducted by a LU department or organization. Any request that is not an official university event will be treated as External event and is subject to facility rental and set-up fees.

Policy Rationale

These are general policies for faculty and staff to remember when scheduling an event.

Definition of Glossary Terms

None Specified.

Attachment(s)

Procedural Information

Procedures

1. To schedule a university facility, a "University Event Request" form in 25Live must be submitted. The request form must be filled out completely and with all event information; this includes set-up and tear-down information/timeline.
2. A room is reserved once you receive an event confirmation or contract from the University Events Office via email. Please allow at least five business days to hear back on a scheduling request.
3. All room requests are reserved on a 'first come first served' basis. Rooms are scheduled on a yearly basis. Please talk to your UEO coordinator about scheduling dates.

4. All facilities must be left in the manner they were found. Tables, chairs, desks, sound equipment, audio visual equipment, athletic equipment and other misc. items in the facility must be left in the condition that it was found. *(Note: When you reserve a room you are responsible for materials in the room and any damage will be assessed to the sponsoring department).*
5. Departmental events that are in partnership with external client, are subject to Facility User Agreement or short-form contract through Procurement. Remember all external clients or customers must have correct approval before providing a service or goods on campus.
6. Problems or unlocks during an event should be directed to LUPD (non-emergency) 434-592-7641. If there is an emergency during the event, please call 911.
7. Trash must be cleaned and cleared out after an event; all trash must be put in the provided trash receptacles.
8. All Resource requests must be submitted on the event request form; all these items will be considered for availability when the event is scheduled as well. (If not submitted with event request, Events Office cannot confirm availability).
9. In order for LUPD to unlock classrooms and facilities on campus, all activities must be scheduled on 25Live to ensure it is an official event. Please have your event confirmation or contract available at the event for unlock issues.
10. Please review your contract before signing and sending it back to UEO. Quality check your contract resources, dates and times, to know what to anticipate the day of your event. Your event is not finalized until the signed contract is received.

Sanctions

Failure to adhere to this policy may result in disciplinary action.

Exceptions

None Specified.

Initial Approval Date

5/29/2024

Date of Last Approval

5/29/2024

Review Cycle (Must be within three years of the date of last approval.)

5/29/2025

Related Policies

Administrative Information

Responsible Oversight Executive

Event Management

Contact Office

<https://www.liberty.edu/events/>