

LIBERTY UNIVERSITY EVENTS

Tabling 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.

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 damage 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.) All tabling must be in line with the Liberty Way.

B.) No signs should be hung or fixed to any walls, doors, windows, or other fixtures. All signage should be free standing (either on a table or right next to the table on the floor); no writing is allowed on the flooring or on the walls. Furniture near tabling spots must not be moved.

C.) Any group using a tabling spot on Liberty University's campus must stay within the 10ft by 6ft space assigned to them. No doors, fire extinguishers, fire alarms or exit signs should be blocked by any setup included in any tabling. Any tabling that solicits must have approval from Career Services before coming on campus. External guests that table on campus may do so between 9am and 4pm; after scheduling a specific tabling spot.

D.) Any audio used at tabling spots should be cognizant of what is going on around them; sound may be asked to be turned down or off.

3.) Food, Licensing, and Event Approval

A.) All tabling should provide value to Liberty University students in a measurable way.

B.) No sales are permitted in academic areas.

C.) If food and/or drink is going to be sold or given out for free it must be approved beforehand; please include this information in your initial request.