

1.) Contact Information & General Guidelines

- A.) For questions regarding scheduling, contact the University Events Office at (434) 592-3511 or events@liberty.edu.
 - B.) Faculty and staff may schedule campus facilities for official University events only. Non-University events will be considered external and subject to rental and set-up fees.
 - C.) Liberty reserves the right to place reasonable time, place, and manner restrictions on all events.
 - D.) Departments are responsible for the condition of facilities and any damages will be charged to the sponsoring department.
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2.) Space & Resource Specific Policy

- A.) All requests must be submitted via a University Event Request form in 25Live with complete event details, including setup/teardown.
 - B.) Reservations are confirmed only after receiving an event confirmation or contract from the Events Office (allow at least 5 business days).
 - C.) Facilities are scheduled on a first-come, first-served basis annually. Contact your coordinator for date planning.
 - D.) Facilities must be left in the condition they were found, including tables, chairs, AV, and equipment.
 - E.) Departmental events involving external clients require a Facility User Agreement or short-form contract through Procurement.
 - F.) Problems or unlocks should be directed to LUPD Non-Emergency (434-592-7641); emergencies call 911.
 - G.) Trash must be disposed of in provided receptacles after the event.
 - H.) Resource requests must be submitted with the event request; if not, availability cannot be guaranteed.
 - I.) LUPD will only unlock facilities for events listed in 25Live; event confirmation must be available onsite.
 - J.) Contracts must be reviewed, signed, and returned before the event is considered finalized.
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3.) Food, Licensing & Event Approval

- A.) All official events must comply with Liberty University policies and scheduling guidelines.
- B.) Events involving external clients or services require proper approvals and contracts before proceeding.
- C.) Non-compliance may result in loss of scheduling privileges, liability for damages, or disciplinary action.