

1.) Contact Information & General Guidelines

A.) For questions regarding UEO A-Frames, 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.