

1.) Contact Information & General Guidelines

- A.) All tabling must be scheduled and approved through the University Events Office at (434) 592-3511 or events@liberty.edu.
 - B.) The sponsoring organization is responsible for the behavior of all participants and guests.
 - C.) Events must comply with Liberty policies and the Liberty Way.
 - D.) Requests must be submitted through 25Live; requests made less than 2 weeks in advance may be denied.
 - E.) Liability: The Events Office may deny any event that does not meet policy standards. Non-compliance may result in fines, damage charges, and loss of future event privileges. The University is not responsible for lost or stolen items.
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2.) Space & Resource Specific Policy

- A.) All tabling must adhere to the Liberty Way.
 - B.) No signs may be taped or fixed to walls, doors, or windows; signage must be free-standing.
 - C.) Furniture near tabling spots must not be moved.
 - D.) Tabling must remain within the 10ft x 6ft assigned space and may not block exits, alarms, or fire safety equipment.
 - E.) Tabling that involves solicitation must be approved by Career Services.
 - F.) External guests may table on campus between 9 a.m. and 4 p.m. with a confirmed reservation.
 - G.) Audio must be respectful of surrounding activities and may be limited or turned off if disruptive.
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3.) Food, Licensing & Event Approval

- A.) Tabling must provide a measurable benefit to Liberty University students.
- B.) Sales are not permitted in academic areas.
- C.) If food or drink is distributed (free or sold), this must be included in the initial request and pre-approved.