

# LIBERTY UNIVERSITY EVENTS

## Hall Events Policies – On LU Property

All requests for location use on campus or Liberty property go through the University Events Office. **Do not contact any personnel of the specific location.**

When requesting the use of a location on campus, please have your RD fill out the “University Event Request Form” on [25Live](#). RA’s have access to the pdf version and can fill that out to be submitted to their Resident Director. Please be thorough and specific as to what you are requesting. All Liberty location requests are to be submitted **21 days** before your event. Plan ahead as much as possible!

The University Events Office does not schedule the following spaces on LU Property:

1. Campus Recreation locations:
  - a. LaHaye Recreation & Fitness Center, David's Place, Montview Bowling Alley, Montview Game Room, Equestrian Center, Gun Club, Liberty Mountain Intramural Complex, Snowflex, Hydaway
2. Office of Residence Life spaces:
  - a. All On Campus Dorms, the lawns surrounding the on campus dorms, and the parking lots by the on-campus dorms.
3. Ice Center

As a Reminder:

1. All Hall Events must be in line with the Liberty Way and follow all rules based on the event space policy. Violators will be turned in to Student Affairs and the Office of Resident Life.
2. No Hall Events are allowed in the Hancock Welcome Center and the Club Level at Williams Stadium.
3. Please read over the policy documents for the specific locations you are requesting. Some require Sodexo to cater and/or not allow food in their facility.
4. The University Events Office does not provide “speaker requests,” but we can have our Event Production team bring A/V equipment to an event space.
5. It is up to the discretion of the faculty/staff of the University Events Office and the Office of Residence Life to either deny or approve your event request. If you have any questions and/or concerns regarding a denied event request, you can email [events@liberty.edu](mailto:events@liberty.edu) or contact the Office of Residence Life.
6. Please do not contact the Office of Residence Life and/or University Events Office without having your Resident Director reach out to us directly regarding your Hall Event.
7. You have been confirmed for space once you have received an Event Contract from the University Events Office. Until then, you have tentatively reserved the event location.
8. If you would like to use the dorms and/or on campus lawns/parking lots for your request, please get in touch with the Office of Residence Life.

