



## Liberty Mountain Conference Center General Policies

- 1 To schedule the LMCC facility: a request form must be submitted. Request form must be filled out completely with all event information, which includes setup and teardown information. (*Request form can be found at [www.libertymountainconferencecenter.com](http://www.libertymountainconferencecenter.com)* ) **Please allow at least 7 business days on all room requests; less than 7 days are not guaranteed availability.**
- 2 Once a request is received, a tentative hold is placed on the calendar. The LMCC coordinator assigned to your event will then contact you to confirm details and put together a contract.
- 3 A room/event is reserved and confirmed once the contract you receive from the Liberty Mountain Conference Center is signed and returned to your coordinator. Following the return of the signed contract your coordinator will send you an invoice. Deposit or payment is due upon receiving the invoice. **Payment is due prior to the event.**
- 4 A Certificate of Insurance is required for all events. (*see insurance policy document*)
- 5 All facilities must be left in the manner they were found. Tables, chairs, audio/visual equipment, and other miscellaneous items in the facility must be left in the condition that they were found.
  - No posting signs or materials on the walls, doors, or windows is allowed.
- 6 All events held at the LMCC must specify if food will be served at an event; this helps with service and housekeeping at the facility.
  - Any caterer may be used at the LMCC, but the preferred caterer is Flavors Catering ([catering@Liberty.edu](mailto:catering@Liberty.edu), 434-582-2214). The caterer is responsible for the removal of their trash; the dumpster is located behind the facility.
- 7 The sponsor or organization is responsible for the actions of the guests and participants of the scheduled function.
- 8 The use of alcohol is prohibited in LMCC facility.
- 9 The LMCC is a smoke free facility.
- 10 Open flames are prohibited, candles and catering equipment should use enclosed flames only.
- 11 Customers are prohibited from moving the furniture in the facility (this would include tables, chairs, and common area furniture throughout the facility).
- 12 LMCC staff person is at the front desk of every event. Please contact LMCC staff with any issues or concerns during a scheduled event.



## Parking

Please, park in **yellow parking spots only**. Parking is available in front of and on the side of the Liberty Mountain Conference Center. Additional parking is on the outer perimeter of the shopping center. **DO NOT** park in front of other business at the shopping center or any white parking spots. **Subject to be towed.**

## Drop off vs. Setup Policy

We understand that some events require extra supplies and work to be executed efficiently. If you need to **drop off** supplies before your event, provided there is enough space/availability, we can set that up for you. Dropping off supplies will consist of us finding 15–30-minute (MAX) time slot in our schedule that you can **drop off** what you need. You are only allowed in the space for that allotted time, and **ONLY** to drop off your supplies.

If you are interested in having extra time to **setup** for your event, we can also work with you to make that happen. Setup the day before will depend on the schedule of the LMCC but may be doable. Setup day of we can easily build in time before your event, and then after for tear-down to ensure you have the time you need. A **setup** slot will be 2-4 hours of **paid** time, charged the hourly rate for the space you are renting, that will be added to your contract. We can also add time on later, should you find you need it as the event nears.

## Last Minute Request Policy

We understand that events and plans change all the time, and we are willing to work with you to make your event a success. Last minute changes and requests, however, can be difficult to achieve, and because of this, there are fees that may be applied to your final total.

**Extra time:** If extra event time is requested within a week leading up to the event, you will be charged. If you are paying the hourly rate for your space, the extra requested time will be charged at **1.5 times** the hourly rate. If you are paying the day rate, the hourly rate will be charged for each extra hour of space requested.

**Layout Changes:** If you need to make changes to your layout within a week leading up to the event, an extra **\$50** will be added to the flip fee applied to your contract. If you had not been flipping the space and decide to within a week of the event, the flip fee will be charged at **1.5 times** the amount.

**Room Change:** If you need to change the room of your event to accommodate the size of your expected guest count we are happy to accommodate so long as the room is available. If this request is made within a week of the events occurrence the charge for the room (either smaller or larger) will be **1.5 times** the rate of the room.

**Day of changes/requests:** Any extra time requests/changes made day-of will be charged at **2 times** the hourly rate if paying the per hour fee, and **1.5 times** the hourly rate if being added to the day rate. We cannot make any major changes to the layout of your event day-of, however, if you need extra tables and chairs, we can usually accommodate this request. Any extra chairs will be **\$2** per chair, long tables are **\$8** per table, and round tables are **\$10** per table. If you need anything removed/moved withing your space, there is a **\$25** fee. We are **NOT** able to move/add staging, pipe and drape, or accommodate extra production requests day of.