

# LIBERTY UNIVERSITY EVENTS

## ORL Hall Events Policies

All requests for events on campus or Liberty property must go through the University Events Office. **Do not contact any faculty/staff of a department to request their space.**

When requesting the use of a location, please use the "ORL Event Request" form on 25Live.

All Resident Assistants have access to 25Live. If you do not see "ORL Event Request" as an option on 25Live, please reach out to [events@liberty.edu](mailto:events@liberty.edu) and we can grant you access to the form.

Please be thorough and specific as to what you are requesting. All Liberty location requests are to be submitted **AT LEAST** 2 weeks 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, and Hydaway.
  - b. (<https://www.liberty.edu/campusrec/>)
2. Office of Residence Life spaces:
  - a. All on-campus dorms, the lawns surrounding the on-campus dorms (not including the Band Field), and the parking lots by the on-campus dorms. These CANNOT be reserved.
  - b. (<https://www.liberty.edu/residence-life/>)
3. Ice Center
  - a. (<https://libertyclubsports.com/sports/2023/11/14/lahaye-ice-center/>)

As a reminder:

1. All events must follow the Liberty Way and all rules based on the event space policy. Violators will be turned in to Student Affairs and are subject to appropriate consequences and/or fines.
2. All requests for hall events require the requester to attend a pre-event meeting with the responsible Resident Assistants and Resident Director present.
3. It is required that all RA's are present per hall (brother and sister dorms included).
4. Events are subject to be ended prematurely by the University Events Office if they feel that the facility and/or event staff are not being respected.
5. Be aware of your requested reservation times and ensure you build in enough time to set up and break down your event materials. Reservation times must be strictly adhered to. Event time is NOT the same as set up and break down times.
6. No events are allowed at the Club Level of Williams Stadium.
7. Please read over the policy documents for the specific locations you are requesting. Some require Sodexo Catering and/or do not allow food in the facility at all.
8. The University Events Office does not provide "speaker requests," but we can have our Campus Production team bring A/V equipment to most event spaces depending on availability of the equipment requested.
9. It is up to the discretion of the staff of the University Events Office to either deny or approve your event request. If you have any questions and/or concerns regarding a denied event request, please email [events@liberty.edu](mailto:events@liberty.edu).
10. You have been confirmed for a space only once you have received an official event contract from the University Events Office. Until then, you have only requested the event location.

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11. If you plan on having a guest speaker at any event, you will need to fill out the questionnaire provided by OSD and HR. These questionnaires need to be filled out 30 days in advance.

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