

## SGA Event Request Guidelines & Policies

1. To schedule University facilities, a scheduling form must be submitted to the designated SGA Club Coordinator. The scheduling form must be filled out *completely* with all event information. The more detail provided, the better service the University Events Office can provide. This will also help speed up the scheduling process.
2. All Technical Production, Building Services, and Parking requests must be submitted on the Event Request or Proposal Form. These items will be considered for availability when the event is scheduled. If the request is not submitted with the *original* form, the University Events Office cannot ensure that the service will be provided.
3. The Liberty University Office of Risk Management requires that any external group or outside entity providing support to the event is to provide a Certificate of Insurance (COI). This includes, but is not limited to: musical guests, caterers, and/or vendors. All external groups or outside entities must be approved by the University Events Office.
4. Event Requests must be submitted at least 2 weeks in advance and Proposal Forms at least 6 weeks in advance or the University Events Office *will deny the request*. If sound support is needed, the Event Request is required three weeks before the event date.
5. All modifications and event details must be finalized a week prior to the event. This would include, but is not limited to: room setup, sound support, run sheet, input list, videos, PowerPoints, and instrument list.
6. A room is reserved once you receive an event confirmation email and receipt from the University Events Office.
7. In order for LUPD to unlock classrooms and facilities on campus, a confirmation receipt must be presented.
8. All room requests are reserved in the order in which they are received. Rooms are scheduled on a semester-to-semester basis.
9. All facilities must be left in the manner and condition they were found. This includes tables, chairs, desks, sound equipment, audio/visual equipment, athletic equipment, and other misc. items in the facility. Failure to do so will result in a strike on the organization's record. *(Note: When you reserve a room you are responsible for the materials in the room and any damage will be assessed to the sponsoring department)*
10. When a Liberty University department sponsors an event, they are taking liability for all aspects of the event.
11. After the event, all outside equipment brought into the space must be removed and all trash must be placed in the trash receptacle. Failure to do so will result in a strike on the organization's record.
12. Misuse of or illegal conduct on University property may result in the loss of scheduling privileges and referral to Student Affairs.
13. Any club found using a space without the official approval from the University Events Office will be told to vacate the space, placed on probation, and a strike shall be put upon their record. If a club or student leadership group violates this policy a second time, it will result in a loss of scheduling privileges for the rest of the semester.
14. In the result of an event cancellation, the club is to inform their designated SGA Club Coordinator at least 72 hours in advance. Failure to do so will result in a strike on the organization's record.
15. Problems during an event should be directed to the LUPD non-emergency number 434-592-7641. If there is an emergency during an event, please call the LUPD emergency number 434-592-3911.

16. All approved SGA clubs must read and sign the Guidelines & Policies document at the beginning of each school year before they are granted scheduling privileges.

17. In the event that a club is found to be in violation of the listed regulations or receives complaints about member conduct three consecutive times, the club will immediately lose all scheduling privileges and possibly have their official SGA club status revoked.

***Liberty University reserves the right to place reasonable time, place, and manner restrictions on any activity conducted on the University's Campus.***

***Name of Club:***

***Printed Name:***

***Signature:***