

Hydaway Outdoor Recreation Center Event Policy 2019-2020

Hydaway Outdoor Recreation Center offers a variety of opportunities for facility rental. Please fill out a [RAFT Form](#) if you are student, faculty or staff. All third party or external parties should fill out a Facility Request Form and email it to Hydaway@liberty.edu.

Event Policy

- 1) The Hydaway facility may be rented out for personal events at a cost of \$75 for 4 hours. A personal event is defined as a group that is made up of 10% or more persons that are not considered student, faculty, or staff of Liberty University. This does not give exclusive use of Hydaway, only the reserved areas. All other Hydaway amenities are also not exclusive and requirements for their usage are not altered.
- 2) If a scheduled event takes place outside of Hydaway's normal operating hours, there will be a \$15/hour fee assessed. All payments are due the day of the event.
- 3) Any requests for groups over 150 people must be made at least one month prior to the requested event. The event is not approved until you receive an email confirmation specifying the date and times of your event.
- 4) Any individual requests for less than 150 people should be submitted at least two weeks prior to the request to allow enough time for departmental and calendar approval. The event is not approved until you receive an email confirmation specifying the date and times of your event.
- 5) On occasion for large events, departments may be required to provide monitors to assist the Outdoor Recreation staff in the event that additional chaperones are needed. Monitors do not take the place of the Outdoor Recreation staff. Specialized personnel must be part of Outdoor Recreation staff (i.e. lifeguards, Outfitter staff, challenge course staff, etc.)
- 6) All organizations must submit proof of insurance (\$1,000,000 per incident) and name Liberty University additionally insured on the policy.
- 7) Any set-up needs for tables, chairs, etc. should be included on the the RAFT Form or Facility Request Form.
- 8) Any changes in requests (including set-up needs, location, date/time) must be approved through a full-time Outdoor Recreation director and may result in additional charges.
- 9) Advertising any activities/events before approval is at your own risk. Advertisements and promises do not guarantee approval.
- 10) The Outdoor Recreation staff has the right to approve or deny any request, and has final decision and approval over all event details.
- 11) Confirmation of event must be shown upon arrival.
- 12) Filming at the Hydaway Outdoor Recreation should be included in the request and will be reviewed by the Outdoor Recreation staff.
- 13) At the end of your event all lost and found items should be turned into the Front Desk of the Outfitter.
- 14) The Liberty Way must be followed at all times.
- 15) Cancellation of an event can be done up to 24 hours in advance. All fees will be assessed the day of the event if cancelled before a 24 hour notice.

Pricing

Facility Rental Pricing	4 Hour Event	8 Hour Event	Overnight Stay	Extended Hours	Facilities
Internal (students, faculty, and staff of the University)	No charge	No charge	\$25 per cabin per night	\$15 per hour before or after normal hours of ops	Pavilion (includes kitchen and multipurpose room), Woods Pavilion, Bonfire Area, Classroom Trailers
External (all third party vendors and non-affiliates)	\$75	\$150	\$35 per cabin per night	\$15 per hour before or after normal hours of ops	Pavilion (includes kitchen and multipurpose room), Woods Pavilion, Bonfire Area, Classroom Trailers

Specialized Rules and Regulations

- **Beach & Lake**
 - Always swim at your own risk
 - No fishing in swimming areas
 - No camp fires are permitted on the beach or around the lake
 - Swimmers must stay within the designated swimming areas
 - No glass containers of any sort are permitted on the beach
 - No diving
 - During storms or lightning leave the beach/lake immediately
 - No dogs allowed on the beach
- **Fishing Regulations**
 - Hydaway operates under a catch and release fishing policy (exceptions for rainbow trout during Fishing Derby and season regulations)
 - Those who fish at Hydaway should have a valid Virginia state fishing license [VDGIF site](#)
 - No lure or bait restrictions (with exception of non-native live bait)
- **Charcoal Grills**
 - Grills are available on a first come, first serve basis
 - Never use any other accelerant to light charcoal other than standard lighter fluid
 - Do not place hot coals on the ground and always dispose of hot coals in the designated "Hot Can"
 - No hot grill should ever be left unattended
- **Hydaway Student Center**
 - Students are free to bring in personal board games, playing cards, etc., as long as they are compliance with *The Liberty Way*
 - Shirts and shoes must be worn inside buildings at all times. Sandals are permitted
 - Please do not stand on or move any furniture for any reason
 - No large gatherings or meetings more than 15 people are permitted without proper permission from the Outdoor Recreation department