



# FACILITY RESERVATION

## General Inquiry Form

### General Questions

1. Please provide the facility name and specific location you are requesting below.

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2. Please list your preferred reservation date and 2 backup dates.

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3. Please list the proposed timeframe for your event.

Set-Up **Start** Time: \_\_\_\_\_

Event Start & End Time: \_\_\_\_\_

Tear-Down **End** Time: \_\_\_\_\_

4. Please provide a brief summary of your event including purpose and activities involved. (Ex: birthday party, eating cake, opening presents, hitting a pinata)

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5. If this is for departmental use, please list your department name.

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6. If this is for an external organization, please list your business name.

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7. If this is for personal use, please select your affiliation with Liberty University:

Current Student/Faculty/Staff

General Public/Alumni

8. How many people are you expecting to attend?

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9. What is the age group of guests involved?

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10. Will there be food at this event?      Yes                  No

If yes, will it be:

Brought to campus by someone in your party

Delivered to campus by food company

Catered/served on-site by company

If delivered/served, please list the company name: \_\_\_\_\_

*Please note, if the food company is delivering food to campus or serving on-site, we will require that you send us their Certificate of Insurance to have on file. If the food is being brought to campus by someone in your group, a Certificate of Insurance is not required.*

11. Will you be hiring any external vendors for your event (i.e., dj, caterer, photographer)? If yes, please list the type of vendor and business name below.

Yes

No

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12. Will your event have an admission fee or require registration? If yes, how will you be handling registration?

Yes

No

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13. Will this be a fundraiser? If yes, please provide more information.

Yes

No

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14. Please provide the name, cell phone number, and email of the point of contact.

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