

## GENERAL RESERVATION POLICIES

1. Liberty University reserves the right to make its facilities available only for events that are consistent with the religious mission, doctrinal statement, and policies of the University.
2. Campus Recreation staff have the right to approve or deny any request and has final decision and approval over all event details.
3. Any groups or events including classes, camps, and practices must be pre-approved by a Campus Recreation staff member and on the official university calendar (25Live).
4. Reservations requests must be placed at least two weeks in advance of the date requested. All requests are still subject to the discretion of Campus Rec Staff.
5. Any set-up needs for tables, chairs, sound, etc. should be included on the Facility Request Form or General Inquiry Form.
6. All reservation details/changes must be finalized 1 week prior to the event and may result in additional charges.
7. If a scheduled event takes place outside of normal operating hours, a staffing fee may be applied.
8. Caterers and external vendors must be pre-approved prior to use of the facility. Caterers and external vendors will be required to provide a copy of a Certificate of Insurance with Liberty University listed as additionally insured for up to \$1,000,000.00 on this document.
9. Filming at any Campus Recreation facility must be included in the facility request. Approval is determined by Campus Recreation staff.
10. Reoccurring events must be submitted with all dates and times on one facility request form.
11. Most facility reservations are non-exclusive, meaning standard facility operations will still occur during your reservation.
12. All event sponsors / customers are required to sign an event contract or Facility Use Agreement with all event details listed, indicating agreement to the listed event details, facility policies, and payment due.
13. Events are not approved until a signed event contract is returned to Campus Recreation and an email confirmation specifying the date(s), time(s), location(s), and any applicable payment information for the event is sent to the customer.
14. Events should not be advertised before approval. Advertisements do not guarantee approval.
15. Guests are not permitted to participate in any SGA club activities.

## General Day of Event Policies

16. Event sponsors / customers will be held financially responsible for any special cleanup, maintenance, or repairs resulting from the event or activity scheduled in Campus Recreation facilities. The event sponsor will assume responsibilities as reservation/event point of contact and be onsite for the duration of the reservation/event. The event sponsor is responsible for the actions of all participants in the event venue.
17. The Liberty Way must be followed at all times.
18. Alcohol and tobacco are prohibited on all Liberty University premises.
19. Animals, with the exception of service animals, are prohibited within the facility. All service animals must be harnessed, leashed, or tethered while in public places unless these devices interfere with the service animal's work or the person's disability prevents use of these devices.
20. The event sponsor / customer is responsible for providing and removing all decorations, materials, and personal items. All items must be removed promptly at the end of the reservation time.
21. Nails, staples, or tacks may not be used on any surfaces. You may use tape, ribbon, rubber bands, and/or Command strips. If you have questions about the use of a product, please contact [campusrec@liberty.edu](mailto:campusrec@liberty.edu).
22. The event sponsor / customer is responsible for any damage done to the facility, including any damage done to decorative items, furniture, or fixtures.
23. The event sponsor / customer is responsible for ensuring that trash is picked up and placed in trashcans.
24. Liberty University will not be held responsible for lost, damaged, or stolen property.
25. Liberty University reserves the right to take photographs and videos on the premises at any time for use in news or promotional materials, whether in print, electronic or other media, including their website. By participating in activities, you grant Liberty the right to use your photograph for such purposes.
26. Event sponsors / customers and participants must always heed the direction of Campus Recreation staff.
27. Campus Recreation reserves the right to have event sponsors / customers and participants removed from the facility if there is a failure to comply with any of the reservation policies listed, policies specific to the facility, applicable Emergency Action Plans, and actions deemed inappropriate by Campus Recreation staff.
28. Campus Recreation facilities are subject to Liberty University closures and delays. Please reach out to [campusrec@liberty.edu](mailto:campusrec@liberty.edu) for rebooking and/or refund requests.