



FACILITY RESERVATION

General Inquiry Form

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

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

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)

5. How many people are you expecting to attend?

6. What is the age group of guests involved?

7. 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, please list the company name: _____

Catered/served on-site by company, please list the company name: _____

8. 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

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

Yes

No

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

Yes

No

11. If this is for an external organization, please list your business name.
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12. If this is for personal use, please select your affiliation with Liberty University:

Current Student/Faculty/Staff

General Public/Alumni

13. Please provide a point of contact name, cell phone number, email, and LUID (if current or previous LU Student/Faculty/Staff).
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14. Please provide a legal address for the point of contact or business (if requesting for an external organization).
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