

# LIBERTY

## UNIVERSITY

### EVENTS

## Academic Lawn Policies

1. No unloading or loading can occur on the lawn. Use of the Montview loading dock & Reber Thomas Drive must be arranged prior to the event. There are frequent deliveries servicing the Academic Commons locations each day.
2. Do not block the sidewalks at any time. This is a safety hazard as the sidewalks are the main egress for Emergency Service personnel.
3. No full sized vehicles are permitted to drive on the sidewalks of the Academic Lawn. If you plan to use a golf cart, gator, etc. please check with the University Events Office first to check the weight of your vehicle and if it meets the weight limit standards for the sidewalks. Driving on the lawn is not permitted at any time. Please note, approved sized vehicles may be restricted from use dependent on weather.
4. No staking of any kind is permitted. This includes yard signs.
5. No animals are permitted on the lawn or sidewalks.
6. If an event requires set up the day prior to the actual event, the customer is responsible for wiping down/cleaning all materials for their event if there is inclement weather overnight.
7. All electrical cables must be taped down and covered over sidewalks and walkways. The customer is also responsible for securing their materials overnight.
8. Sound Ordinance: all amplified sound must be approved by the University Events office prior to the event. Please note that the Lawn is surrounded by Academic Buildings where classes are in session.
9. There is limited/no Wi-Fi available in the Lawn area. If your event needs Wi-Fi, please include this in your Event Request Form to the University Events Office.
10. The existing outside dining furniture (tables & chairs) outside of the Montview building must not be moved or altered in any way unless approved by the University Events Office.
11. If an event is not scheduled, you are subject to the mowing schedule as well as sprinkler schedule. It is crucial that all events are scheduled through the University Events Office.
12. On windy days, all materials must be harnessed down to avoid flying materials. This could cause harm to pedestrians. You are responsible for any damage caused by flying materials.
13. Any event scheduled for an Academic Lawn location should have a 'Rain Location' scheduled as well as a back-up.
14. Take into account the lack of trashcans in the area and request them from University Events if needed for your event. Please also note the location of restrooms in the area for your guests as well as take into account the Open Hours of the buildings.
15. Please be sure to dispose of any trash created by your event activities or event attendees in designated trash cans.
16. Avoid high concentrations of traffic in one location on the lawn if at all possible during events.
17. Staging is not permitted on the Academic Lawn.