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EVENTS

Hancock Welcome Center Policies

Before your event:

1. The Office of the President and Enrollment Management/Visitors Center events take priority when scheduling Hancock Welcome Center spaces.
2. Only official Liberty University events will be considered for the Hancock Welcome Center. No outside events or hall events are to be held in the facility.
3. All events are scheduled on first come first serve basis, semester by semester, and are scheduled through the University Events Office. Please complete the 25Live Event Request Form to start scheduling out your event.
4. All aspects of the event being hosted in the Hancock Welcome Center must be coordinated with University Events Office, including but not limited to: guest count, caterer, parking, set-up/tear down, sound/technical support, trash cans and housekeeping before and after the event. It is safe to assume that nothing will be in the event space until the requesting party places a request with the University Events Office team.
5. All events must follow the policies of the Liberty Way.
6. All pre-event set-up or post-event clean up times must be part of the requested scheduled time frame. It is suggested that the person reserving the facility look at the space before the event takes place to ensure he/she knows what is needed for the space.
7. The Visitors Center offices and break room located on the Terrace Level of the building are not for the use of any event related activities.
8. If catering is used, they are to enter and exit the building through the back door ONLY.
9. Service vehicles are prohibited from parking in the front of the building. There is ample parking on the south side for these vehicles. A loading ramp is located in this area as well, making it more convenient for services to use the facility.

During your event:

1. Please contact the University Events Office (434-592-3511) for any questions regarding your event. While there are personnel in the Hancock Welcome Center conducting normal business operations, they are not in the building to set up/service events outside of their own programming.
2. Keep in mind that the Hancock Welcome Center serves as a hospitality center for guests of the university; it is constantly on show. Please help ensure that the space being used is presentable to the guests visiting our campus.
3. During the hours of 8 am – 5 pm parking spaces in front of the Hancock Welcome Center are reserved for guests of the university.
 - a. University staff/faculty attending events in the facility during those hours are not to park in the Hancock parking lot.
 - b. Please follow University parking directions as stated on parking signs at each entrance to the Hancock parking lot.
 - c. University staff/faculty found in violation of these parking regulations are subject to

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- towing at owners' expense per Liberty University Police Department direction.
- d. The use of nails, tape, tacks and staples on the walls is strictly prohibited.
- e. If the event is during normal business hours (M-F 8am-8pm; Saturday 9am-6pm; Sunday Noon-6pm), Hancock Welcome Center personnel will be in their offices and/or meeting rooms conducting business as usual. Please keep this in mind as you enjoy hosting an event in this facility. If something is needed for the event, please contact the University Events Office (434-592-3511).
- f. A service kitchen with sink and limited counter space is available off of the main level event space. Use of the sink/preparation areas is acceptable but must be in initial request for the space through the University Events Office.

After your event:

1. All decorations, equipment or supplies must be removed from the event space at the conclusion of the event. Please leave the space as it was found.
2. All trash, especially food, is to be removed from the building and placed in the trash cans on the south exterior of the building in appropriate receptacles as provided by the University.