

LIBERTY

UNIVERSITY

EVENTS

Jerry Falwell Library Events Policy

1. Current hours can be viewed at <https://www.liberty.edu/library/hours/>
 - a. Please note that the Library is closed from 10:15 a.m. – 11:30 a.m. on Wednesdays and Fridays for Convocation.
2. The Library is an academic space, therefore, only academic and university related events are able to be held in the Jerry Falwell Library. Events in the Scholars Lounge or group study rooms must be academic.
3. No furniture in the lobbies is to be moved or altered in any way, except with previous permission from the Library staff.
4. Any pre-event set-up or post-event clean up must be part of the requested scheduled timeframe. It is suggested that the user reserving the facility look at the space before the event takes place to ensure he/she know what is needed for the space.
5. Events that will be bringing in any event materials must submit an event materials list prior to the event.
 - a. It is up to the discretion of the University Events Office to require modifications to event materials or to prohibit the use of materials to protect from damage.
6. A Certificate of insurance is required for any external vendors attending events in the Jerry Falwell Library.
7. User will not have access to the building outside of the scheduled timeframe; timeframe must be within building hours.
8. All trash is to be deposited in the appropriate trash receptacles. Please leave the space as it was found.
9. Any materials brought into the Library by the customer needs to be removed immediately following the scheduled event.
10. Group holding event will be liable for any damage occurred to the space during their reservation time.
11. All spaces should be requested through 25Live.
12. Flyers should not be posted on walls, doors, windows or placed on the furniture. Community Boards are located in the library and throughout campus. Flyers must first be approved and stamped by the Office of Student Life.
13. Please contact University Events if you need to cancel or make changes to your reservation.
14. If the President is attending the event, the University Events Office must be notified.
15. All events are to follow the Liberty Way.