

LIBERTY

UNIVERSITY

EVENTS

LaHaye Event Space Policies

1. Events that will be bringing in any event materials must submit an event materials list prior to the event.
2. 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 the facility from damage.
3. The group holding the event will be liable for any damage occurred to the room during their reservation time.
4. All events are to follow the Liberty Way.
5. All trash to be deposited in the appropriate trash receptacles.
6. Any materials brought into the LaHaye Event Space by the customer need to be removed immediately following the scheduled event. Any items left will be discarded.
7. Use of the Service Hallway, Student Activities Area, and Storage Closets are prohibited.
 - a. Customer only has access to the LaHaye Event Space.
 - b. If you would like to use the rotunda outside of the LaHaye Event Space, please include this on your Event Request.
 - c. If additional materials are needed last minute, please connect with the University Events Office to see what can be done.
8. No materials can be leaned against the wall or placed in front of any doors. No materials or decorations should be hung from the walls.
9. If set up time is needed the day before or day of the main event, that must be scheduled beforehand.
10. Use of the small parking lot and side entrance door for loading & unloading must be requested ahead of the event date.
11. A certificate of insurance is required for any external vendors attending events in the LaHaye Event Space.