

# LIBERTY

## UNIVERSITY

### EVENTS

## Montview Ballroom Policies

1. Events must have at least 100 guests to qualify to use one side of the Montview Ballroom. To qualify using the entire ballroom, events must have at least 300 guests.
2. If the event includes food/beverage, Sodexo Catering must be used.
3. Events that will be bringing in any event materials must submit an event materials list prior to the event.
4. 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.
5. Group holding event will be liable for any damage occurred to the room during their reservation time.
6. All events are to follow the Liberty Way.
7. No furniture in the lobbies are to be moved or altered in any way without permission from University Events.
8. All trash to be deposited in the appropriate trash receptacles.
9. Any materials brought into the Ballroom by the customer need to be removed immediately following the scheduled event. Any items left will be discarded.
10. Use of the Sodexo Service Hallway, Kitchen, and Storage Closets are prohibited.
  - a. Customer only has access to the Ballroom and Lobby.
  - b. If additional items are needed last minute please connect with the University Events team member that is on-site to see what can be done.
11. All guests are to park in the Parking Garage.
  - a. Events during parking enforcement hours (6a-4:30p) must request from University Events parking permissions/passes for the Parking Garage at least 2 weeks prior to the event.
12. No materials can be leaned against the wall or paintings.
13. The University Events office must be notified if any event set up is to be placed in front of or near the paintings.
14. If set up time is needed the day before or day of the main event, that must be scheduled beforehand and a University Events employee present during the duration. User will not have access to the Ballroom outside of the scheduled timeframe.
15. Use of the service elevator and loading area are prohibited unless coordinated through the University Events office.
16. A certificate of insurance is required for any external vendors attending events in the Ballroom.
17. If the President is attending the event, the University Events office must be notified.