

LIBERTY

UNIVERSITY

EVENTS

School of Business Policies

1. Hours of Operation:
 - a. 8a-9p, Monday through Friday.
 - i. This is the time that Access Control will have exterior doors unlocked.
 - ii. Events are able to be held until 8pm. A University Events Team member is required to attend any events after 5pm.
 - iii. These times are subject to change.
2. Students are able to book the Study Rooms in SOBUSI via 25Live.
3. No furniture in the lobbies are to be moved or altered in any way, except by SOBUSI events.
4. There will be no 'Tabling' events held in the Lobby, or SOBUSI building.
5. No food or drink are allowed in the SOBUSI Towns Auditorium.
6. Any department wishing to use the SOBUSI building, must place their request with the Events Office. They are not to seek approval from SOBUSI/Tiffany Towne.
7. All trash to be deposited in the appropriate trash receptacles.
8. Any materials brought into the School of Business by the customer need to be removed immediately following the scheduled event. Any items left will be discarded.
9. Insurance is required for any external vendors attending events in the School of Business.
10. If the President is attending the event, the University Events office must be notified.
11. Events that will be bringing in any event materials must submit an event materials list prior to the event.
12. 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.
13. Group holding event will be liable for any damage occurred to the room during their reservation time.
14. All events are to follow the Liberty Way.