

LIBERTY

UNIVERSITY

EVENTS

University Events Tablecloth Policy

1. Tablecloth requests must be made at least 2 days in advance of your event. They are available on a first come first served basis.
2. All tablecloths must be picked up and returned to the Liberty Mountain Conference Center (LMCC) between Monday-Friday 9a-4p.
3. You have 24 hours from the time your event ends to return your tablecloths to the LMCC.
 - a. If your event is on a Friday or over a weekend, you must return your tablecloths to the LMCC by the following Monday at 12pm.
4. If a tablecloth is not returned or is returned damaged, stained, or with holes, you will be charged a fee of \$125 per tablecloth.
5. At no time should you attempt to wash or stain treat the tablecloths after your use. All cleaning will be done by our designated dry cleaner. This will ensure consistent quality for the next user.
6. The provided tablecloths should not be used on tables that will hold food to avoid staining and damage.

Signature

Date