



## Guidelines for Liberty University External Events

Liberty University welcomes all outside events to rent University facilities for meeting space, programs, conferences, and special events. Liberty University reserves the right to place reasonable time, place, and manner restrictions on any activity conducted on Liberty University Campus.

In order to schedule an event an external request form must be completely fill out and submitted to Office of University Scheduling. Please allow at least two weeks on approval for facility approval.

External Events Policies and Regulations:

1. To schedule University facility a scheduling form must be submitted. Scheduling form must be filled out completely and with all event information, which includes set-up and tear-down information. *(Scheduling form request please e-mail Office University Scheduling at [ccalendar@liberty.edu](mailto:ccalendar@liberty.edu))*
2. A room is reserved and confirmed once you receive an event confirmation from Office of University Scheduling. Please allow at least two weeks on approval notifications.
3. Once event is confirmed by the Office of University Scheduling, the confirmation will be sent to Director of Event Management. The Director of Event Management will provide event contact all necessary information concerning pricing, contract, and insurance.
4. A contract agreement is required for all external events held in a University facility, and this should be completed before event is held on campus.
5. All facilities must be left in the manner they were found. Tables, chairs, desk, sound equipment, audio visual equipment, athletic equipment, and other misc items in the facility must be left in condition they were founded. *(Note: When conducting event, organizer is responsible for condition the facilities are left, fees will be applied for damage or misconduct to event organizer)*
6. The sponsoring organization of the event or person is responsible for the actions of the guest and participants of the scheduled function.
7. The use of alcohol is prohibited in all Liberty University facilities and campus.
8. Liberty University is a smoke-free campus.
9. All requests for other support services (Media Service, Technical Productions, Building Service, Transportation, and LUPD) must be coordinated prior to the event. These support services are available and do carry additional charges, but must be coordinated when scheduling your facility.
10. All events scheduled on Liberty University campus must adhere to the University policies and procedures. Also, must be conducted in the mission of the Liberty Way.