



University Scheduling General Policies

General Polices:

- Requests will not be approved that disrupt the academic missions of the University
- Common Area of the University will remain open to public unless prior arrangements have been made through scheduling authority
- The sponsoring organization of an event is responsible for the actions of guests and participants
- Open flames, including candles are prohibited in any University facilities
- The use of alcohol is prohibited in all University facilities
- Smoking is prohibited in all University campus
- All event request must be submitted in writing
- Technical Production support requires 48 hour notice on all service request
- Building Service support requires 48 hour notice on all service request
- In academic buildings band practice or loud music is not permitted until after 7pm during daily weekday operations

Parking Services

- All events that require special parking consideration should be scheduled when the facility is officially scheduled. To request parking for a special event, please fill out a special request or it can be completed on the event request form. You must specify the immediate need for parking and the parking lot being requested. LUPD has special parking passes that can be obtained from LUPD for special guest on campus.

Liberty Ticket Office

- Liberty University offers ticket sales from the University ticket office. Any events on campus where tickets are being sold, we offer ticket service for all University events. Please make sure you contact the ticket office at least month in advance to ensure tickets are sold at timely turn around. You can contact the University Ticket Office at 434-582-SEAT.

Food Policy

- All events on campus must specify if food will be served at an event. This helps with service and housekeeping at the University. Some facilities on campus food services and concessions is not allow, please make sure food is indicated on scheduling form.
- We offer Liberty Dining Service as catering service and they can be reached at 434-582-2214.

Guest Speakers

- All off campus speakers must be registered through Spiritual Programs department, at least month prior to the event, regardless of the facility that will be used.
- If you plan a press conference, please notify the Media Relations Department.

Outdoor Sound Policy

- Amplified sound is only allowed as follows, exceptions are granted for approved major University events.
- Approved locations: Main Campus Intramural Field, Matthes-Hopkins Track/Soccer Complex, and Demoss Courtyard.
- Approved times: Monday through Thursday 7pm to 10pm, and Friday 6pm to 11pm, and Saturday 11am to 11pm.

Posting Policy

- The Liberty University posting policy must be adhered to when hanging posters and flyers on campus. Commuter Affairs handles all approvals for Community Boards across campus. All other signs must be hung on stanchions or sign holders, no signs are to be hung on walls or doors.

Fundraising Policy

- Liberty University allows fundraisers on campus for any official University organizations and clubs. All fundraiser requests must be submitted on an official request form and are subject for approval and denial. Bake sales are discouraged, but pre-packaged goods can be sold for profit. No fundraising is permitted at athletic events or other University sponsored events, i.e.: concerts, banquets, or official University functions.
- Fundraisers are only held during normal business hours (Monday through Friday from 8am to 4:30pm), and only in approved area.
- (Fundraiser approved areas: Demoss Long Hallway, Campus North Main Hallway, and Demoss Courtyard)
- If a University organization uses outside vendor for fundraising, they are subject to provide a certificate of insurance.
- Fundraising is not prohibited in the Residence Halls.
- When submitting a request for fundraiser, all details of the fundraiser must be submitted at the time of requesting a facility or University materials.

Photography

- Liberty Faculty and staff may request event coverage or other new photography by filling out a Photography Request Form on LU Photography webpage.

Recruiting Booths

- Liberty University official clubs and organizations are able to request recruiting booths in recruiting areas (Demoss Long Hallway, Demoss Courtyard, Campus North Main Hallway, and Reber Thomas Dining Hall) to promote organizations or events.
Please note these locations are scheduled based on available space. Space is first come first serve, and is limited spots in each location.
- Recruiting space and materials are to be scheduled through Office of University Scheduling to ensure no conflicts with other schedule events.
- Recruiting booths are scheduled Monday through Friday 8am to 4:30pm only.
- All outside or third party recruiting must be approved by Liberty Department or Student Affairs before booth is scheduled.
- Recruiting booths are just for promotions or recruiting students, nothing is to be sold at recruiting booths.
- A recruiting booth consists of one 8ft table and two folding chairs. Only scheduled events and booths will have these materials available at schedule times.
- Recruiting booths are not to be scheduled at or during official University events, unless permission is granted by the event organizer.
- University department is responsible for scheduling outside vendor and make sure they get to their assigned vendor booth.