

LIBERTY UNIVERSITY

EVENTS

SGA Policies – On LU Property

All requests for location use on campus or Liberty property go through the University Events Office. **Do not contact any personnel of the specific location.**

When requesting the use of a location on campus, please use the “SGA Event Request Form” on [25Live](#). One person from every club has access to the form on 25Live. If you only see “Audio Labs Request” and “Group Study Room Request,” please reach out to events@liberty.edu, and we can grant you access to the form. Please be thorough and specific as to what you are requesting. All Liberty location requests are to be submitted **2 weeks** before your event. Plan ahead as much as possible!

The University Events Office does not schedule the following spaces on LU Property:

1. Campus Recreation locations:
 - a. LaHaye Recreation & Fitness Center, David's Place, Montview Bowling Alley, Montview Game Room, Equestrian Center, Gun Club, Liberty Mountain Intramural Complex, Snowflex, Hydaway
2. Office of Residence Life spaces:
 - a. All On Campus Dorms, the lawns surrounding the on-campus dorms, and the parking lots by the on-campus dorms.
3. Ice Center

As a Reminder:

1. All Events must be in line with the Liberty Way and follow all rules based on the event space policy. Violators will be turned in to Student Affairs.
2. No Events are allowed at the Club Level of Williams Stadium.
3. Please read over the policy documents for the specific locations you are requesting. Some require Sodexo to cater and/or not allow food in their facility.
4. The University Events Office does not provide “speaker requests,” but we can have our Event Production team bring A/V equipment to an event space.
5. It is up to the discretion of the faculty/staff of the University Events to either deny or approve your event request. If you have any questions and/or concerns regarding a denied event request, you can email events@liberty.edu.
6. You have been confirmed for space once you have received an Event Contract from the University Events Office. Until then, you have tentatively reserved the event location.
7. If you plan on having a guest speaker at any event, you will need to fill out the questionnaire provided by HR. Please contact sgaclubs@liberty.edu for more information regarding this policy. These questionnaires need to be filled out 30 days in advance.