



Policy Information

Policy Title

Campus Recreation General Reservation Policies

Issuing Office

Campus Recreation

Affected Parties

Students, faculty, staff, and general public guests

Policy Language

Reservation Request Policies

- Liberty University reserves the right to make its facilities available only for reservations/events that are consistent with the religious mission, doctrinal statement, and policies of the University.
- Campus Recreation staff have the right to approve or deny any request and has final decision and approval over all reservation/event details.
- All groups including classes, camps, and practices must be pre-approved by a Campus Recreation staff member and on the official University Calendar (25Live).
- Reservations requests must be placed at least two weeks in advance of the date requested. All requests are still subject to the discretion of Campus Recreation staff.
- Any set-up needs for tables, chairs, sound, etc. should be included on the [Facility Request Form](#) or [General Inquiry Form](#).
- All reservation details/changes must be finalized one week prior to the event and may result in additional charges.
- If a scheduled reservation/event takes place outside of normal operating hours, a staffing fee may be applied.
- Caterers and external vendors must be pre-approved prior to use of the facility. Caterers and external vendors will be required to provide a copy of a *Certificate of Insurance* with Liberty University listed as additionally insured for up to \$1,000,000.00 on this document.
- Filming at any Campus Recreation facility must be included in the facility request. Approval is determined by Campus Recreation staff.
- Reoccurring reservations/events must be submitted with all dates and times on one facility request form.
- Most facility reservations are non-exclusive, meaning standard facility operations will still occur during reservations.
- Event sponsors/customers are required to sign an event contract or *Facility User Agreement* with all event details listed, indicating agreement to the listed event details, facility policies, and payment due.
- Events are not approved until a signed event contract or *Facility User Agreement* is returned to Campus Recreation and an email confirmation specifying the date(s), time(s), location(s), and any applicable payment information for the event is sent to the customer.

- Events should not be advertised prior to approval. Advertisements do not guarantee approval.

Day of Event Policies

- Event sponsors/customers will be held financially responsible for any special cleanup, maintenance, or repairs resulting from the event or reservation scheduled in Campus Recreation facilities. The event sponsor will assume responsibilities as reservation/event point of contact and be onsite for the duration of the reservation/event. The event sponsor is responsible for the actions of all participants in the event venue.
- [The Liberty Way](#) must be followed at all times. This includes, but is not limited to, dress, music, language, conduct, etc.
- Alcohol and tobacco are prohibited on all Liberty University premises.
- Animals, with the exception of service animals, are prohibited within the facility. All service animals must be harnessed, leashed, or tethered while in public places unless these devices interfere with the service animal's work or the person's disability prevents use of these devices.
- The event sponsor/customer is responsible for providing and removing all decorations, materials, and personal items. All items must be removed promptly at the end of the reservation time.
- Nails, staples, or tacks may not be used on any surfaces. Tape, ribbon, rubber bands, and/or Command Strips™ may be used. For any questions about the use of a product, please contact campusrec@liberty.edu.
- The event sponsor/customer is responsible for any damage done to the facility, including any damage done to decorative items, furniture, or fixtures.
- The event sponsor/customer is responsible for ensuring that trash is picked up and placed in trashcans.
- Liberty University will not be held responsible for lost, damaged, or stolen property.
- Liberty University reserves the right to take photographs and videos on the premises at any time for use in news or promotional materials, whether in print, electronic, or other media, including their website. By participating in activities, you grant Liberty the right to use your photograph for such purposes.
- Event sponsors/customers and participants must always heed the direction of Campus Recreation staff.
- Campus Recreation reserves the right to have event sponsors/customers and participants removed from the facility if there is a failure to comply with any of the reservation policies listed, policies specific to the facility, applicable *Emergency Action Plans*, and actions deemed inappropriate by Campus Recreation staff.

Payment

- For external reservations, payment must be made prior to reservation confirmation (1) via our online store (credit or debit card transactions only), or (2) via check made out to LU Campus Recreation.
- For internal LU Departments, payment must be made prior to reservation confirmation via BuyLU. Liberty University P-cards may not be used for reservation payment.

Refund & Rescheduling Policies

Cancellations

- User may cancel their reservation contract at any time prior to the date of the event or use, upon payment of a cancellation fee. The cancellation fee will be 50% of the user fee set forth in the *Facility User Agreement/Contract* if cancelled 8 or more days prior to the event date or 100% of the user fee if cancelled within 7 days or less of the event date. In the case of multiple event dates, the cancellation fee will be based on the user fee applicable to each of the date(s)

cancelled. *Please note that neither full nor partial refunds will be issued for unused reservation time.*

Liberty University Closures & Delays

- Campus Recreation facilities are subject to Liberty University closures and delays. In the case of a facility closure or delay, user fees will be refunded at the discretion of Campus Recreation staff, or user will have the option to reschedule the event/reservation within two months of the original date.

Inclement Weather Conditions

- In the case of inclement weather, the user is encouraged to call the designated facility on the day of the event/reservation to confirm if outdoor activities will be available. If an event/reservation is impacted by adverse weather conditions, the user will have the option to reschedule the event/reservation within two months of the original date.
- Please be mindful of operational hours at the facility, as staff may not be available to answer the phone before the time of your event if your event begins directly when the facility opens for that day. Please see current facility hours of operation at <https://www.liberty.edu/campusrec/>.
- Once user has called the facility to inform them that they will not be attending their reservation due to inclement weather, please follow up with an email to campusrec@liberty.edu to make your scheduler aware and to begin the process of finding a new date. If your reservation is over the weekend, please note that the scheduler will reach back out early the following week.

All refunds will be issued at the discretion of Campus Recreation staff. For any cancellation, rebooking, or refund questions, please contact campusrec@liberty.edu.

Policy Rationale

This *policy* is designed to prioritize the safety and well-being of all students, faculty, staff, and guests who participate in our recreational facilities and programs.

Definition of Glossary Terms

25Live: A web-based scheduling software utilized by Liberty University to schedule classes and campus-wide events.

Campus Recreation: Campus Recreation provides diverse facilities and programs in order to positively impact the holistic well-being of the Liberty University community and beyond. Campus Recreation offers a variety of facilities and spaces that are available for rental, which can be viewed on our [Facility Reservations webpage](#).

Certification of Insurance (COI): A document that verifies a business or individual's insurance coverage. Insurance requirements vary based on reservation type.

Emergency Action Plan (EAP): A set of instructions for how employees should respond to emergencies in the workplace.

Facility Request Form: An online form that should be used by current Liberty University students/faculty/staff members.

Facility User Agreement: A legally binding contract that outlines the terms and conditions for renting out a facility to another party. It can be used to rent out a room, space, or building for a specific event or for other purposes.

General Inquiry Form: A PDF facility request form that should be used by Liberty University alumni and the general public.

Inclement Weather Conditions: A term used to describe severe or adverse weather conditions that make it unsafe or impractical to work, travel, commute outdoors, and/or participate in outdoor activities.

Liberty University Closure: The temporary closure of Liberty University facilities and operations due to severe weather conditions that make it unsafe or difficult to open.

Liberty University Delay: The delay in opening of Liberty University facilities and operations due to severe weather conditions that make it unsafe or difficult to open.

Liberty University P-cards: University-liability credit cards issued in the names of authorized, trained individuals for purchases of business-related items under the cardholder's single transaction limit and monthly limit.

Liberty University Premises: Property owned and operated by Liberty University, including but not limited to academic, recreation, and athletic buildings; roadways; grounds, etc.

Attachment(s)

None

Procedural Information

Procedures

None specified.

Sanctions

None specified.

Exceptions

None specified.

Initial Approval Date

06/11/2024

Date of Last Approval

06/11/2024

Review Cycle

06/11/2025

Related Policies

[Service and Emotional Support Assistance Animal Policy](#)

Administrative Information

Responsible Oversight Executive

Vice President of Campus Recreation and Logistics

Contact Office

<https://www.liberty.edu/campusrec/>