

# Liberty Mountain Conference Center General Policies

## **General Polices:**

- All events must complete a request form before events will be considered.
- The use of alcohol is prohibited in LMCC facility
- LMCC is smoke free facility
- Open flames are prohibited, candles and catering equipment should use an enclosed flames only.
- Customers are prohibited from moving the furniture in the facility. (This would include tables, chairs and common area furniture throughout the facility)
- Please contact LMCC staff with any issues or concerns during a scheduled event.
- No posting signs or materials on the walls of the facility (Door posting is allowed).
- Food and drink is allowed in classroom and glass table area, but not in the other areas of LMCC Lobby.

## **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 make sure to indicate on the event request form. You must specify the immediate need for parking.

## **Food Policy**

- All events at the LMCC must specify if food will be served at an event. This helps with service and housekeeping at the facility.
- LMCC allows use of all catering services, Flavours Catering is preferred, and they can be reached at 434-582-2214.

## **Guidelines for Liberty Mountain Conference Center Events**

Liberty Mountain Conference Center (LMCC) welcomes you to rent LMCC facilities for special events. LMCC reserves the right to place reasonable time, place, and manner restrictions on any activity conducted at the facility.

In order to schedule, a request form must be completely filled out and submitted to [Mitria@LIBERTYMOUNTAINCONFERENCECENTER.COM](mailto:Mitria@LIBERTYMOUNTAINCONFERENCECENTER.COM). Please allow at least two weeks on approval for all submitted requests.

Liberty Mountain Conference Center Policies and Regulations:

### **Regulations:**

1. To schedule LMCC facility a request form must be submitted. Request form must be filled out completely with all event information, which includes set-up and tear-down information. (Request forms should be submitted to [Mitria@LIBERTYMOUNTAINCONFERENCECENTER.COM](mailto:Mitria@LIBERTYMOUNTAINCONFERENCECENTER.COM))
2. A room is reserved and confirmed once you receive an event confirmation from Liberty Mountain Conference Center. Please allow at least two weeks on approval notifications.
3. Once event is confirmed by the LMCC, the General Manager will contact the customer and provide all necessary information concerning pricing and contract.
4. A contract agreement is required for all events held at LMCC, and the contract should be completed prior to the scheduled event.
5. All facilities must be left in the manner they were found. Tables, chairs, sound equipment, audio visual equipment, and other misc items in the facility must be left in the condition that

they were found. *(Note: When conducting event, customer is responsible for condition the facilities are left, fees will be applied for damage.)*

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 at the Liberty Mountain Conference Center.

8. Liberty Mountain Conference Center is a smoke-free facility.

9. All requests for other support services must be coordinated prior to the event.

10. LMCC staff is responsible for movement of all furniture in the facility