1. **STATEMENT OF POLICY**

   This policy outlines and defines the reservation policies and procedures for The Life Sciences Building Auditorium for events hosted by Loyola Marymount University faculty, staff, recognized student organizations, and outside conference guests.

2. **PURPOSE**

   Life Sciences Auditorium 120 (also referred to as LSB 120) is an event venue available for scheduled use through Conference and Event Services (CES).

3. **DEFINITIONS:**

   3.1 **Events:**

   Events are defined as meetings, symposia, screenings, special lectures, and speaking engagements.

   3.2 **Locations:**

   Life Sciences Building, Room 120 and adjoining foyer.

4. **GUIDELINES**

   4.1 **Reservations:**

   - Spaces are available for scheduling seven (7) days a week from 7am-midnight.
   - Annual special event requests from the Seaver College of Science and Engineering (CSE) will be given priority. These pre-determined events will be scheduled through the Event Scheduling Office as a part of the annual booking process.
   - All other reservations are secured on a first-come-first-serve basis.
     - The Event Scheduling Office handles university faculty and staff reservations.
     - Academic courses are scheduled through the Office of the Registrar.
     - Recognized Student Organizations must follow Student Leadership and Development’s event scheduling policies and procedures.
     - University conference guests may request the space through Conference Services.
   - Dean’s Office and assigned representative from CSE will be given access to 25Live to view availability for all spaces in the building to facilitate reservations.
Event requests must be received at least two (2) business days prior to event date to guarantee processing.

All events are subject to University scheduling policies listed online at http://admin.lmu.edu/events/exploreandplan/eventpolicies/

### 4.2 Limitations:

- **LSB 120:**
  - The Life Sciences Auditorium (LSB 120) is a tiered auditorium with fixed seating for 273 with 6 additional spaces for wheelchair access.
    - Additional seating cannot be added to the room due to fire code regulations.
  - All events require a minimum guest count of 200. Seaver College is exempt from requirement.
  - At least 30 minutes is required between the end time of one event and the start of another to allow proper reset and cleaning of the venue.
  - Food or drink is not permitted inside the auditorium.
  - Any violation of LSB 120 usage policy may result in loss of booking privileges.

- **LSB 120 Foyer:**
  - Expected use of any outside vendors for décor, lighting, tables, or chairs must be communicated to CES at least seven (7) business days in advance.
  - Adhesives on any walls or glass are not permitted.
  - Food service is allowed and must be coordinated with Sodexo Catering Services.
  - Setup configurations are determined by CES based on information provided by the event organizers.
  - CES reserves the right to deny a requested setup if it violates LA County Fire Code Regulations.

### 4.3 Fire Code Regulations and Capacity:

- Maximum capacity inside the auditorium is 273 with 6 additional spaces for wheelchair access.
- Access ways must have 8’ clearance, and doorways cannot be blocked.
- Candles or open flames are not permitted.
- For your safety, no one from your party may rearrange equipment. If equipment is found altered, you will be charge a fee for any damages to the equipment. Please plan ahead and speak with CES for set-up assistance.

### 5. PREMIUM SERVICES

- There may be additional costs for custodial, electrical, security or labor requests associated with some events. CES will provide the organizer information when fees may be applicable.
- An AV technician is provided for the initial setup of the event. Organizers may request a technician to remain on standby at a rate of $35/hr with a 2 hour minimum.
- Organizing departments will be responsible for any room charges that may arise due to special circumstances such as cleanings, damages or missing equipment as a result of the hosted event.