

Division:	Administration		
Subject:	Ahmanson North Dining Room	Department:	Conference & Event Services
Date Effective:	08/2006	Supersedes:	All prior related policies.
Pages:	Two (2)	Previous Issued:	08/1997, 08/2006

I. Statement of Policy

This policy outlines the definitions, responsibilities, procedures, and guidelines for the reservation of Ahmanson North Dining Room, located in Malone, for events held/hosted by Loyola Marymount University departments.

II. Definitions

- A. Policy: Loyola Marymount University departments may reserve Ahmanson North Dining Room for events through the Office of Conference & Event Services.
- B. Event: Events are defined as receptions, banquets, meetings, or socials.

III. Guidelines

- A. Event hours in Ahmanson North Dining Room:
 - 1. Saturdays, from 07:00 to 00:00.
 - 2. Sundays, from 07:00 to 19:30. Events must end by 19:30 to allow sufficient time for room preparations to be made for regular operations on Monday.
 - 3. Monday through Friday events may only be reserved if Roski Dining Room is not available, due to another scheduled event, or if you have an event reserved in Sacred Heart Chapel.
- B. General use policies for Ahmanson North Dining Room:
 - 1. Food service is required for all events, and must be coordinated by Sodexo, the University's food service provider.
 - 2. No adhesives are allowed on the walls or glass.
 - 3. No staging units or dance floors are allowed inside of the room.
 - 4. Outside rental companies must comply with all policy constraints.
 - 5. Candles are allowed under the limitations stated within the Fire Code section below.
 - 6. Sodexo must approve all event requests for this space.
- C. Room set-up guidelines for Ahmanson North Dining Room:

1. Events requesting to use this space must use Ahmanson North as is. If equipment is found altered from original placement, Sodexo will charge the user a one hundred and fifty dollar (\$150.00) fee for reset of the room.
 2. Fire Code Regulations for Ahmanson North Dining Room:
 - a. Maximum capacity is one hundred and sixty (160) persons.
 - b. Doorways cannot be blocked. An eight-foot (8') clearance at every entrance/exit is required.
 - c. All tables must be fifty-two inches (52") apart.
 - d. Candles are permitted, but they must be placed on tables and covered in a glass hurricane or votive holder with one-and-a-half-inch (1½") clearance from tip of flame to the top of the candleholder.
- D. Event support fees for Ahmanson North Dining Room:
1. Events are required to have two (2) custodians.
 2. Security is required at discretion of the Department of Public Safety.
 3. An electrician specialist will be required based on overall logistics, including the use of powered rental equipment.