

Subject:	Amplification		
Division:	Administration	Department:	Conference & Event Services
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I. Statement of Policy

This policy outlines the scope, definitions, and guidelines for utilizing event related amplification at Loyola Marymount University. This amplification policy applies to all events regardless of who supplies the equipment.

II. Definitions

Amplified Events: An event is amplified if it uses a public address (PA) system or any other equipment designed to increase the volume of sound. Amplification includes, but is not limited to, speaking engagements, reception music, DJs, and bands.

III. Guidelines

- A. This policy applies to all University faculty, staff, external organizations, and registered student organizations (RSO) wishing to plan events on campus during the fall and spring semesters. (The LMU Athletics Outdoor Facilities Sound Protocol governs intercollegiate athletic activities.)
- B. Event requests must be received at least five (5) business days prior to the event date to guarantee processing and allow for Community Relations to notify community members, as needed. Please note that some event requests may need additional time due to the scope of the event.
- C. Requests are processed on a first-come-first-served basis through the appropriate reservations office.
 1. Requests for faculty and staff events are processed through the Office of Conference & Event Services, via the event portal, [25Live](#).
 2. Requests for registered student organizations are processed through the Office of Student Leadership and Development, via the 25Live event portal.
- D. Outdoor amplification events are available for scheduling during the following times (additional restrictions may apply due to the proximity to the campus residences or campus perimeter):
 1. 12:00-13:30, Monday through Friday, in the pre-approved locations outlined in section IV below.
 2. 16:00-22:00, Fridays, in all outdoor locations.
 3. 10:00-22:00, Saturdays, in all outdoor locations.
 4. 11:00-20:00, Sundays, in all outdoor locations.

- E. Amplification may not be used in any academic building's common and/or public areas during class times. For the complete list of class timeframes, please review Loyola Marymount University's class schedule.
- F. All amplified events must be compatible with the University's mission. Profanity of any kind is prohibited at all times during amplified events.
- G. The University reserves the right to limit, modify, or end amplification and/or events that are disruptive or are not in compliance with University policy.
- H. This policy also applies to music being played by mobile food vendors.
- I. Outdoor amplified sound shall be prohibited at all times in the area in the northeast corner of campus (Lot H). The use of air horns shall be prohibited on campus.

IV. **Limitations**

- A. The following locations are limited to Monday through Friday between the hours of 12:00 and 13:30:
 - 1. Lawton Event Plaza.
 - 2. Drollinger (Leavey) Field.
 - 3. Sunken Garden East.
 - 4. O'Malley Lawn.
 - 5. Regents Terrace (see additional limitations below).
- B. Amplification held at Regents Terrace should be moderate to low in volume due to the proximity to academic buildings.
- C. Requests for amplification in the Red Zone ([Addendum A](#)) require approval from the Associate Vice President for Student Life and Associate Vice President for Administration.
- D. Year round, all outdoor amplification sound shall be turned off by 20:00 except that outdoor amplified sound within the Athletic Areas used in conjunction with athletic training and competitions may continue after 20:00 only in the case of overtime or extra innings. Outdoor amplified sound within the Athletic Areas shall have an absolute cut-off time of 20:00 for athletic training and competitions in which LMU is not a participant (ie. not a participant in the league, play-offs, or tournament).
- E. Requests for amplification in Lawton Event Plaza and surrounding areas must follow the guidelines set forth in the "Outdoor Library Venues" policy.
- F. No amplified events are permitted from 20:00 on the Friday before finals week, through the Friday of finals week. This applies to the atriums in University Hall, locations in the vicinity of academic buildings, and outdoor locations.
- G. Exceptions to time and location restrictions must be granted by the Associate Vice President for Student Life and the Associate Vice President for Administration.

- H. If the President is speaking or attending, the preference and recommendation is for the client to rent a sound system for outdoor events. If this is not an option, please review the availability of the Conference & Event Services' Mackie Presidential P.A. System.
- I. P.A. Systems can only be used for speaking engagements, singing performances, or to plug into laptops and iPods. Musicians and DJ's may not use Conference & Event Services' P.A.s to connect to their instruments or systems.
- J. Outdoor concerts must be approved by the Associate Vice President for Student Life, or a designee. Concerts will only be considered between from 16:00 on Fridays through 20:00 on Sundays.