

Subject:	The Brickyard Gallery at the Playa Vista Campus		
Division:	Administration	Department:	Conference & Event Services
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I. Statement of Policy

This policy defines the details, limitations, and scheduling of the following event locations: the Brickyard Gallery 201, Multi-Purpose Room 204, and Multi-Purpose Room 205 at the Playa Vista Campus.

II. Purpose

The Office of Conference & Event Services will provide event support for the Brickyard Gallery 201, Multi-Purpose Room 204, and Multi-Purpose Room 205 at the Playa Vista Campus. Due to the nature of this location, the Office of Conference & Event Services will update this policy in coordination with the guidelines provided by building management for the Brickyard.

III. Definitions

- A. Brickyard: This is the building’s name for the Loyola Marymount University’s classrooms, event space, and Faculty/Staff offices at the Playa Vista Campus.
- B. Requestor: An LMU faculty or staff member listed as the “Requestor” on the 25Live Event Confirmation, and is the sole contact for a University Event.

IV. Guidelines

A. Reservations

1. Requests for the use of this venue will be processed on a first-come-first-served basis through the event scheduling software, 25Live.
 - a. Requests must be received at least twenty (20) business days prior to the start date of the event.
 - b. The School of Film & Television film students are authorized to film in the Brickyard Gallery if the space is scheduled and approved through the Office of Conference & Event Services.
 - c. Only one (1) event or student filming per day is allowed in the Brickyard Gallery at the Playa Vista Campus, exclusive of Finals Week in which no events may occur.
 - d. Student Filming is not allowed in Multi-Purpose Room 204 and Multi-Purpose Room 205.

2. A minimum of fifty (50) attendees is required in order to reserve the venue.
 - i. The School of Film and Television may reserve the venue regardless of the number of attendees.
 3. The building is open between the hours of 08:00 and 23:59
 - i. Events may be held between the hours of 09:00 and 22:00.
 - ii. Events beginning before 10:00 require a 17:00-23:59 set-up the day prior.
 - iii. Events ending after 17:00 require a 08:00-12:00 takedown the following day.
 - iv. These hours are subject to change according to the policies set forth by building management.
 - v. All events must abide by any blackouts timeframes provided by the University. For a full list of the blackouts, please review the Office of Conference & Event Services and Human Resources website.
 4. Change requests (to the event reservation or the diagram) must be received at least two (2) business days prior to the start date of the event.
 5. All vendors must abide by the policies outlined by building management.
 - a. The requestor must submit all necessary documents (ie. Certificate of Insurance (COI), Vendor Access Request Form (ARF), or Custodial Request) required by building management.
 6. Any items left after an event end time will be considered trash. These items will be removed and may incur an inconvenience fee.
 7. All event reservations must abide by the Fire Code standards set by building management.
- B. Event Equipment:
1. The Brickyard Gallery at the Playa Vista Campus is currently equipped with the following equipment to accommodate events with a count of one-hundred fifty (150) attendees or less:
 - a. One-hundred fifty (150) chairs.
 - b. Eighteen (18) sixty-inch (60") round tables.
 - c. Ten (10) six-foot (6') tables.
 - d. Twenty-by-eight foot (20' x 8') stationary stage/platform.
 - i. The stage cannot be moved.
 - e. Cocktail tables (30")
 - i. Height is adjustable to be high or low.
 - f. Max capacities for the Brickyard Gallery at the Playa Vista campus can be found in 25Live.
 2. Events requiring more than the listed above equipment will need to rent any additional equipment.
 3. LMU Event Operations is only responsible for moving and setting-up LMU equipment.
 - a. The University Hall Event Operations staff is responsible for managing the venue equipment set-ups and will be utilizing the LMU shuttle as transportation to and from the venue. Due to the limited time and access of transportation to the venue, last minute corrections from the client

must be received by the Office of Conference & Event Services at least two (2) hours prior to the setup of the event.

- b. The University Hall Event Operations staff is not authorized to move and sign for any rental equipment. The requestor must be present for the delivery of all rental equipment.
4. All equipment set-ups must be done within the pillars of the venue.
 - a. If Multi-Purpose rooms 204 and 205 are not being used as part of the main event in the Brickyard Gallery, tables for a buffet may be placed between the pillars and the classrooms.
5. The in-house equipment (blue lounge chairs, blue ottomans, and coffee tables) can be moved within the Brickyard Gallery at the Playa Vista Campus, but must remain in the venue at all times.

C. Audio-Visual Equipment:

1. The venue is currently equipped with the following audio-visual equipment:
 - a. Tech table / control station.
 - b. Podium containing audio-visual control panel.
 - c. Computer, including wireless keyboard and mouse.
 - d. Laptop and audio hook-up.
 - e. Projector.
 - f. Screen.
 - g. Four (4) TV screens on the surrounding pillars.
 - h. Four (4) handheld wireless microphones.
 - i. Four (4) lavalier microphones.
 - j. Press audio feed.
2. The Loyola Marymount University Information Technology Services (ITS) department is responsible for setting-up and trouble-shooting all audio-visual equipment.
3. When audio-visual equipment is used, it is highly recommended that clients request at least a 15-minute audio-visual event technician. However, it is up to the discretion of ITS if they believe an event will need an audio-visual event technician for the duration of the event.
 - a. This request must be made at least 5 business days in advance.

D. Adjacent Venues:

1. The venue is an open and public space, which will attract background noise from adjacent venues and activities occurring throughout the building.
 - a. Loyola Marymount University's School of Film & Television will have students filming from time to time. There will also be classes actively in session during Registrar deemed class times.
2. Multi-Purpose Room 204:
 - a. Multi-Purpose Room 204 must be booked with the Brickyard Gallery.

- b. Multi-Purpose Room 204 is primarily used as a meeting space or breakout room.
 - c. Food is not allowed in multi-purpose room 204.
 - d. The removal or movement of equipment in multi-purpose room 204 is prohibited.
 - e. Multi-Purpose Room 204 does not have microphones and cannot have amplified sound.
3. Multi-Purpose Room 205:
- a. Multi-Purpose Room 205 must be booked with the Brickyard Gallery.
 - b. Multi-Purpose Room 205 is primarily used as a meeting space or breakout room.
 - i. The only layouts that can be accommodated are Board of Directors, Classroom, Hollow Square, and U-Shape styles.
 - c. Multi-Purpose Room 205 may be used as a food preparation room for the Brickyard Gallery events.
 - i. Multi-Purpose Room 205 tables cannot be used for food preparation.
 - ii. The event must either rent tables or use the Brickyard Gallery 6' tables.
 - d. The removal of equipment in multi-purpose room 205 is prohibited.
 - e. Multi-Purpose Room 205 does not have microphones and cannot have amplified sound.
4. Brickyard 215:
- a. Brickyard 215 is a pantry that can be requested as a food preparation area for events occurring in the Brickyard Gallery.
 - b. Brickyard 215 can be requested and approved by the Office of Conference & Event Services in 25Live.
 - c. An SFTV film student may request to film in Brickyard 215.
- E. There are additional costs for custodial requests associated with events. The Office of Conference & Event Services will provide the client with this information as fees become applicable.
- 1. A budget number must be provided before the confirmation can be sent from the Office of Conference & Event Services.
 - 2. If any of the spaces are left in an unsatisfactory condition, there may be additional cleaning and labor fees incurred.
- F. There may be additional costs for parking requests associated with events. The Office of Conference & Event Services will provide the client with this information as fees become applicable.