

Subject:	Finals Week Event Venues		
Division:	Administration	Department:	Conference & Event Services
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I. Statement of Policy

This policy defines the availability and use of University venues during academic finals week at Loyola Marymount University.

II. Purpose

Event support is available for LMU departments during finals week in select venues. LMU provides these venues in support of University business.

III. Definitions

- A. Policy: LMU departments may reserve meeting rooms for departmental events during the academic finals week through the Office of Conference & Event Services.
- B. Dates: Finals week (including reading days), as designated by the University’s academic calendar, for the fall and spring semesters are covered under this policy.

IV. Guidelines

- A. Event requests will be processed on a first-come-first-served basis through the Office of Conference & Event Services.
 - 1. Requests must be received at least five (5) business days prior to the start date of the event.
 - 2. There may be additional costs for equipment or labor requests associated with events due to limited student and staff support. The Office of Conference & Event Services will provide the client with this information as fees become applicable.
- B. The following venues are unavailable during finals week for the following reasons or time frames:
 - 1. Von der Ahe Family Suite: This location will be used as a study lounge from Monday through Friday during finals week.
 - 2. University Hall 1000: This location will be used as an alternate location for final exams.

3. University Hall Atriums: These locations are unavailable from Monday through Friday during finals week.
4. Roski Dining Room: This location will be unavailable all day on the Saturday and Sunday of the weekend prior to finals week, and from 17:00 to 00:00 on Monday through Friday during finals week.
5. Ahmanson North Dining Room: This location will be unavailable all day on the Saturday and Sunday of the weekend prior to finals week, and from 17:00 to 00:00 on Monday through Friday during finals week.
6. Burns Backcourt: This location will be unavailable from the Saturday prior to finals week, through the Friday of finals week.
7. Malone 112AB: This location will be unavailable from the Saturday prior to finals week, through the Friday of finals week.
8. The Living Room: This location will be unavailable from the Saturday prior to finals week, through the Friday of finals week.
9. Outdoor Library Venues: All spaces adjacent to the library will be unavailable from the Saturday two weeks prior to finals week, through the Friday of finals week.

V. Limitations

- A. The Thursday and Friday of finals week in the spring semester are held exclusively for official commencement related activities. This includes equipment deliveries to department owned venues.
- B. Co-sponsored and external events (as defined in the “Use of LMU Campus for Events” policy) are prohibited during finals week.
- C. Outdoor amplification is prohibited on all days between the Monday and Friday of finals week.