

Subject:	Hilton 100		
Division:	Administration	Department:	Conference & Event Services
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I. Statement of Policy

This policy outlines and defines the reservation policies and procedures for the Hilton 100 Auditorium for events hosted by Loyola Marymount University faculty, staff, and external organizations.

II. Purpose

The Hilton 100 Auditorium is an event venue available for scheduled use through the Office of Conference & Event Services.

III. Definitions

- A. Events: Events are defined as meetings, symposia, screenings, special lectures, and speaking engagements.
- B. Venues: Hilton 100 and the [Hilton Foyer](#) (crescent area just outside Hilton 100).

IV. Guidelines

- A. Reservations:
 1. Venues are available for scheduling seven (7) days a week from 07:00 to 23:59.
 2. Event requests must be received at least five (5) business days prior to the start date of the event to guarantee processing.
 3. Priority will be given to annual event requests from the College of Business Administration. These pre-determined events will be scheduled through the Office of Conference & Event Services as part of the annual booking process.
 4. All other reservations are secured on a first-come-first-serve basis.
 - a. The Office of Conference & Event Services schedules all University faculty and staff reservations, as well as external reservations.
 - b. The Office of the Registrar schedules all academic course reservations.
 - c. Only CBA Registered Student Organizations are allowed to reserve this location.

5. Non-compliance with this policy will result in loss of scheduling privileges.

B. Fire code regulations and capacity:

1. The maximum capacity inside Hilton 100 is three hundred twenty-eight (328), with two (2) additional spaces for wheelchair access.
2. All access points must have an eight-foot (8') clearance, and doorways cannot be blocked.
3. Candles and open flames are prohibited.
4. Equipment may not be rearranged. If equipment is found altered, charges will be incurred for any damages to the equipment.

V. Limitations

A. Hilton 100:

1. Tier 1 events have priority over all events.
2. All events require a minimum guest count of two hundred (200).
 - a. The College of Business Administration is exempt from this requirement.
3. Additional seating cannot be added.
4. A minimum of sixty (60) minutes is required between events to allow proper reset and cleaning of the venue.
5. Adhesives on any walls or glass are not permitted.
6. Food and drink are not permitted.

B. Hilton 100 Foyer:

1. Tier 1 events have priority over all events.
2. The Office of Conference & Event Services is required to abide by all fire code standards. If an event doesn't abide by this policy, the department reserves the right to modify, cancel, limit or end the event.
3. The proposed use of vendors must be requested with the Office of Conference & Event Services and Facilities Management at least five (5) business days prior to the start date of the event.
4. Adhesives on any walls or glass are not permitted.
5. Food service is allowed, and must be coordinated by Sodexo, the University's food service provider.

C. Neighboring Locations

1. This venue is an open and public space, which will attract background noise from adjacent venues and activities occurring throughout the building.

VI. Premium Services

- A. There may be additional costs for custodial, electrical, security, or labor requests associated with some events. The Office of Conference & Event Services will provide the client with this information as fees become applicable.
- B. An audio-visual technician can be provided for the initial set-up of the event to ensure start-up integrity. Clients may request a technician to remain on the premises between two (2) hours and the entire event, which will be subject to a fee based on the current rate. This must be scheduled at least five (5) business days prior to the start date of the event.
- C. The client or any department utilizing the venue will be responsible for any charges that may arise due to special circumstances, such as: cleaning, damage, or missing equipment.