

<b>Subject:</b>	Life Sciences Building Auditorium		
<b>Division:</b>	Administration	<b>Department:</b>	Conference & Event Services
<b>Date Effective:</b>	05/2015	<b>Supersedes:</b>	N/A
<b>Pages:</b>	Three (3)	<b>Previous Issued:</b>	N/A

## I. Statement of Policy

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

## II. Purpose

The Life Sciences Building 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: Life Sciences Building Auditorium (LSB 120) and the adjoining foyer (LSB 120 Foyer).

## 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 Seaver College of Science and Engineering. These pre-determined events will be scheduled through the Office of Conference & Event Services as part of the annual booking process.
    - a. The Dean's Office and assigned representatives from the Seaver College of Science and Engineering will be given access to 25Live to facilitate reservations and review availability for all space in the Life Sciences Building.
  4. All other reservations are secured on a first-come-first-serve basis.

- a. The Office of Conference & Event Services handles all University faculty and staff reservations, as well as external reservations.
- b. The Office of the Registrar handles all academic course reservations.
- c. Registered Student Organizations are not allowed to reserve this location.

**B. Fire code regulations and capacity:**

1. The maximum capacity inside LSB 120 is two hundred and seventy-three (273), with six (6) 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 not permitted.
4. Equipment may not be rearranged. If equipment is found altered, charges will be incurred for any damages to the equipment.

**V. Limitations**

**A. LSB 120:**

1. Tier 1 events have priority over all events.
2. All events require a minimum guest count of two hundred (200).
  - a. The Seaver College of Science and Engineering 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. Food and drink are not permitted.
6. Any person or department found abusing this policy will lose their scheduling privileges.

**B. LSB 120 Foyer:**

1. Tier 1 events have priority over all events.
2. All set-up configurations will be determined by the Office of Conference & Event Services based on the information provided by the client.
  - a. 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.
  - b. The Office of Conference & Event Services reserves the right to deny any requested set-up if it violates fire code regulations.
3. Adhesives on any walls or glass are not permitted.
4. Food service is allowed, and must be coordinated by Sodexo, the University's food service provider.

**C. Neighboring Locations**

1. If one event is scheduled in LSB 120, a different event cannot occur in Rosehills Terrace and/or Hannon Courtyard. This restriction is to ensure the first scheduled event is not disturbed by another event.

## **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 will 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.