

Division:	Administration		
Subject:	Outdoor Library Venues	Department:	Conference & Event Services
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I. Statement of Policy

This policy outlines the scope, definitions, and rules for complying with the Loyola Marymount University Outdoor Library Venues policy, as it applies to events held on campus. Loyola Marymount University departments, external organizations, and registered student organizations may reserve these venues for events. Registered student organizations must follow the Student Leadership and Development's event scheduling policies and procedures.

II. Scope

This policy applies to all faculty, staff, external organizations, and registered student organizations of the University planning events.

III. Definitions

- A. Locations: William H. Hannon Library event space categories.
- B. Upper Zone: West Plaza North, West Plaza South, and Amphimeadow.
- C. Lower Zone: Lawton Event Plaza (Amphitheatre).

IV. Guidelines

- A. Requests for the use of this venue will be processed on a first-come-first-served basis through the Office of Conference & Event Services.
 - 1. Event requests must be received at least five (5) business days prior to the event date. Please note that some event requests may need additional time due to the scope of the event.
- B. Summer conferences will have priority during the summer months, which are defined as 05/22-08/10.
- C. Events are available for scheduling seven (7) days a week, from 07:00 to 00:00.
 - 1. Availability and current reservations may be viewed by visiting <http://calendar.lmu.edu>.

V. **Limitations**

- A. All events are subject to the University Scheduling policies.
- B. All amplification requests must follow the current [amplification policy](#).
- C. All events must comply with the [map](#) of zones.
- D. No events may occur during the final two (2) weeks of a semester due to academic needs.
- E. External events may only use these venues Friday through Sunday during the academic year.