

Subject:	Roski Dining Room		
Division:	Administration	Department:	Conference & Event Services
Date Effective:	10/2013	Supersedes:	All prior related policies.
Pages:	Three (3)	Previous Issued:	08/2013

I. Statement of Policy

This policy outlines and defines procedures and guidelines for the use of Roski Dining Room for events by Loyola Marymount University departments, external organizations, and Registered Student Organizations.

II. Purpose

Loyola Marymount University provides access to the Roski Dining Room for events when the facility is not open for normal dining business.

III. Definitions

- A. Policy: LMU departments may reserve Roski Dining Room for events through the Office of Conference & Event Services.
- B. Reservation hours for Roski Dining Room (including set-up times):
 1. Mondays through Thursdays, 15:00 to 22:00.
 2. Fridays, 14:00 to 00:00.
 3. Saturdays, 07:00 to 00:00.
 4. Sundays, 07:00 to 21:00.
 - a. These hours are subject to change if normal dining hours are adjusted.

IV. Guidelines

- A. Reservations
 1. Requests for the use of this venue will be processed on a first-come-first-served basis through the Office of Conference & Event Services.
 - a. Requests must be received at least five (5) business days prior to the start date of the event.
 2. Monday through Thursday events may not begin until 18:00 to allow ample time for the set-up and preparation of the venue.

- a. Monday through Thursday events may only begin prior to 18:00 if the venue is used “as-is”.
3. Food service must be coordinated by Sodexo, the University’s food service provider.
4. Amplification for non-speaking engagements may only take place after classes end on Friday, through the weekend.
5. Carpet cleaning must be scheduled three (3) times a year (May, August, and December) through the Office of Conference & Event Services.
6. Due to extensive time it takes to set-up and takedown an event, only one (1) event per day will be allowed to occur in Roski Dining Room.
7. Events requesting to use Roski must have a minimum of 150 attendees in order to change the setup of the room. All events with less than 150 attendees must use the room as is.
8. Events occurring in Roski Dining Room must have the doors closed during event times to ensure no classes will not be disturbed due to noise.
9. As Roski Dining Room is used as a Dining Hall during the academic year, no events may occur in University Hall West Atrium during the Sodexo defined dining hours.

B. Set-up

1. Most events require a two (2) hour set-up of the room and equipment. Depending on specifications, the Office of Conference & Event Services may require more or less time for set-up.
2. Banquets must utilize the in-house sixty inch (60”) round tables.
3. Outside rentals must be pre-arranged, at least seven (7) business days in advance, with the Office of Conference & Event Services.
4. Up to three (3) pieces of four feet by eight feet (4’ x 8’) staging are allowed.
5. Adhesives on any walls or glass are not permitted.
6. Non-helium balloons are allowed.
7. Candles are allowed in compliance within the limitations outlined in section C below.

C. Fire Code Regulations and Capacity

1. The maximum capacity of this venue is three hundred and seventy (370) guests.
 - a. The theatre style capacity of this venue is three hundred and sixty (360) guests.
 - b. The banquet style capacity of this venue is two hundred and eighty (280) guests.
 - c. If utilizing an eighteen by twenty-four foot (18’ x 24’) dance floor and an eight by twelve foot (8’ x 12’) stage, the capacity of this venue is two hundred and forty (240) guests.
2. All access ways must have an eight-foot (8’) clearance.
3. Candles are permitted and must be placed on tables and covered in a glass hurricane or votive holder with one and a half inch (1½”) clearance from the tip of the flame to the top of the votive/holder.

4. Neither clients nor guests may rearrange the equipment. If equipment is found altered, you will be charged a fee for any damages to the equipment. Please plan ahead and speak with the Office of Conference & Event Services for set-up assistance.

V. 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.