

Subject:	University Hall 4915		
Division:	Administration	Department:	Conference & Event Services
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I. Statement of Policy

The Loyola Marymount University leadership may reserve University Hall 4915 through the Office of Conference & Event Services for University events. The University leadership member must serve as host and be in attendance for such events.

II. Purpose

University Hall 4915 is a venue for University events hosted by University leadership.

III. Definitions

- A. University Leadership: A group comprised of the University’s President, Executive Vice President, Provost, Senior Vice Presidents, Deans, Vice Presidents, Associate Vice Presidents, Associate Provosts, Board of Trustees, and Board of Regents.
- B. Events: Events are defined as meetings, academic symposia, receptions, and conferences.
- C. Venues: University Hall 4915 and the attached pantry.

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. Requests must be received at least five (5) business days prior to the start date of the event to guarantee processing.
 - 2. Priority will be given to annual event requests from the Division of Finance and the EVP/CAO. These pre-determined events will be scheduled through the Office of Conference & Event Services as part of the annual booking process.
 - a. Events hosted by the Division of Finance do not require University leadership to serve as host.

V. Limitations

- A. All set-up configurations will be determined by the Office of Conference & Event Services based on the information provided by the client.
 - 1. All set-up configurations must abide by fire code standards.
 - 2. Due to the complexity of the equipment in the space, no day of changes can be accommodated.
 - 3. No elevated staging or dais is allowed in this venue.
- B. Food service must be coordinated by Sodexo, the University's food service provider.
- C. All food preparation must be contained within the adjacent pantry.
- D. An audio-visual technician can be requested 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.
- E. No student filming is authorized to occur in this location.
- F. Registered Student Organizations (RSO) are not permitted to use this location.