

<b>Subject:</b>	Use of LMU Campus for Events		
<b>Division:</b>	Administration	<b>Department:</b>	Conference & Event Services
<b>Date Effective:</b>	11/2016	<b>Supersedes:</b>	All prior related policies.
<b>Pages:</b>	Four (4)	<b>Previous Issued:</b>	08/1990, 01/2005, 10/2007

**I. Statement of Policy**

This policy outlines the definitions, responsibilities, procedures, and guidelines for the use of University space for all events, conferences, and other University business on the Loyola Marymount University Westchester and Loyola Law School campuses.

**II. Definitions**

- A. Policy: All members of the Loyola Marymount University community (inclusive of departments, colleges, schools, institutes, and full-time faculty and staff members) scheduling or planning an event in any University space shall schedule their event through the Office of Conference & Event Services.
- B. Events: Events are defined as receptions, banquets, meetings, filmings, conferences, wedding receptions, social gatherings, and functions affiliated with an external organization (business or professional in nature). All events must also be consistent with the mission of the University.
  - 1. University Events: Activities, functions, meetings, socials, and academic events hosted by a University department, institute, center, or registered student organization that are held specifically and solely for that department or other University members of the LMU community.
  - 2. External (Non-University) Events: Any group not affiliated with the University seeking to gain access to campus space for the purpose of planning their meetings, conferences, or social activities, are classified as external events.
  - 3. Co-Sponsored Events: Although the University maintains a relationship with the community or outside organizations, co-sponsored programs are not University events. The University may derive some benefit from holding the program on campus or from affiliation with the organization associated with the event, but the outside organization is primarily responsible for determining the content, agenda, logistical arrangements, and costs for the event. A contract and insurance are required from an outside organization.
- C. University Spaces: These are designated spaces available for general public use by either the entire University community or a portion thereof.

- D. University Holiday: These are dates designated by the department of Human Resources at Loyola Marymount University. No event, function, or activity may take place during these dates as designated by Administration with the exception of religious services and University sanctioned NCAA Athletic games.

### III. Guidelines and Procedures

- A. The Office of the Registrar is responsible for booking all academic courses.
1. The academic calendar has priority over all aspects of scheduling.
- B. The Office of Conference & Event Services is responsible for maintaining the University master calendar.
1. Event Reservation Policies:
    - a. All event requests for University space must be submitted to the Office of Conference & Event Services at least five (5) business days prior to the start date of the event.
    - b. Faculty and staff must submit requests via the 25Live event portal located on the Conference & Event Services website and under MyLMU's System Logins.
    - c. Registered Student Organizations (RSO) must submit requests through the Office of Student Leadership & Development. Advisors of RSOs are not authorized to submit event requests on the organization's behalf.
    - d. Faculty and Staff members are not authorized to submit event requests for students.
  2. Tier One Events:
    - a. The University designates full priority to Tier One events during the year and restricts all other events from occurring during a Tier One event.
    - b. A list of Tier One events is located on the Conference & Event Services website.
    - c. The Office of Conference & Event Services reserves the right to not approve rental equipment the day before a Tier One blackout.
  3. Summer:
    - a. The Office of Conferences & Event Services has booking priority over their controlled venues during the summer months to generate revenue for the general fund.
    - b. Events occurring from May through August are subject to approval from the Office of Conferences & Event Services.
    - c. Booking priority for event locations will be given to summer conferences first, and then events.
  4. Spaces exclusively held for performances, plays, productions, LMU athletic games, liturgies, or art exhibits should provide the Office of Conference & Event Services with regularly updated schedules to maintain an accurate University master calendar.

- C. The Office of Conference & Event Services is required to abide all fire code standards. If an event does not abide by this policy, the department reserves the right to modify, cancel, limit, or end the event.
- D. Events with rental equipment must be approved through the Office of Conference & Event Services and Facilities Management. If your event does not abide by this policy, both departments reserve the right to modify, cancel, limit, or end the event.
  - a. If an event is using rental equipment, an event representative must be present for the delivery of the rental equipment.
- E. Event diagrams are required for set-ups that involve over one hundred (100) guests.
- F. Co-sponsored and external events must sign a contract and provide insurance.
- G. Outdoor events with 200 or more attendees are subject to additional fees at the discretion of Facilities Management, Parking & Transportation, and/or Public Safety.
  - 1. If your event does not abide by this policy, the Conference & Event Services, Facilities Management, Parking & Transportation, and/or Public Safety departments reserve(s) the right to modify, cancel, limit, or end the event.
- H. Events are not authorized to occur on University Holiday blackouts due to a lack of event support. For a complete list of the Loyola Marymount University's holidays, please review the Loyola Marymount University Human Resource [website](#).

#### **IV. General Use Classrooms**

- A. Spaces designated as general use classrooms are primarily used for academic courses booked by the Office of the Registrar.
- B. General use classrooms are designated for lectures (as opposed to labs or studios), and are not restricted to any specific department on campus.
- C. Reservation Requests:
  - 1. The Office of the Registrar is responsible for booking classrooms for academic courses.
  - 2. The Office of Conference & Event Services is responsible for booking classrooms for all non-academic courses, including requests from academic personnel for single-day or short-term use.
    - a. Requests for classrooms may only be processed after the drop/add period ends at the beginning of each semester and each summer session. This is generally at the start of the third week of the academic semester and the start of the second week of each summer session when class schedules are finalized by the Office of the Registrar.
- D. Reservation Guidelines:
  - 1. No classrooms may be reserved during finals week.
  - 2. No equipment may be brought into classrooms.

3. Five (5) business days are required to reserve any classroom.
4. Food is not allowed in any classroom.
5. Operation hours for classrooms can be found on IT's Classroom Support website.
  - a. Any classroom request for events past midnight (00:00) requires approval from Public Safety prior to scheduling the event.
  - b. Overnight sleeping is not allowed in classrooms.

## **V. Booking Priority**

- A. Events or Summer Conferences always have full priority in non-classroom spaces.
- B. One-time academic sessions or events may be booked in non-classroom spaces, but do not have priority over events.
- C. Classrooms during the academic calendar year:
  1. Mondays through Fridays: academic courses; then Extension courses; then events.
  2. Weekends and Undergraduate Holidays: all academic courses, Extension courses, and events have equal priority.
- D. Classrooms during the summer:
  1. Mondays through Fridays: academic courses; then Extension courses; then Summer Conferences; then events.
  2. Weekends and Undergraduate Holidays: Summer Conferences and events equally; then academic and Extension courses equally.