

Subject:	Von der Ahe Family Suite		
Division:	Administration	Department:	Conference & Event Services
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I. Statement of Policy

The Loyola Marymount University leadership may reserve the Von der Ahe Family Suite 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

The Von der Ahe Family Suite 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 and Associate Provosts.
- B. Events: Events are defined as meetings, academic symposia, receptions, and banquets.
- C. Venues: Von der Ahe Family Suite and the attached pantry.

IV. Guidelines

- A. The venue is generally available for scheduling in accordance with the William H. Hannon (W.H.H.) Library’s open hours. Exceptions may be granted to host events during other times with approval from the Vice President of Campus Operations.
- B. 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.
- C. A budget number must be provided at the time of request for all events outside of the W.H.H. Library third floor access hours to cover any additional or incurred labor costs.

1. Clients must reach out to the University's Department of Public Safety to hire an officer to staff the event.

V. Limitations (Non-Development Related Events)

- A. The venue may not be scheduled for use during finals week or University blackout dates.
- B. University leadership attendance is required at all events scheduled in this location.
 1. Events hosted by the W.H.H. Library do not require University leadership to serve as host.
- C. External events are not permitted.
- D. All events scheduled in this venue must be respectful of its location within the University library.
- E. All set-up configurations will be determined by the Office of Conference & Event Services based on the information provided by the client.
 1. Due to space limitations, there is a sixty (60) guest maximum on plated banquets in this venue.
 2. Registration and/or handout tables are not to be placed at the entrance walkway.
 3. No elevated staging or dais is allowed in this venue.
- F. Food service must be coordinated by Sodexo, the University's food service provider.
- G. All food preparation must be contained within the adjacent pantry.
- H. 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.
- I. No student filming is authorized to occur in the W.H.H. Library.