LOYOLA MARYMOUNT UNIVERSITY ATHLETIC FACILITIES RENTAL POLICIES AND USE PROCEDURES

(Updated As of April 1, 2011)

STATEMENT OF POLICIES

LMU Athletics recognizes the need for event space on campus by the LMU Community and non-University entities. Athletics facilities will be utilized and scheduled by Athletics with top priority first being placed on meeting the needs of all LMU Intercollegiate Athletics teams during the academic year as defined normally from August 15 to May 15 annually. Conferences and Events Services will control scheduling of Athletics facilities during the summer (generally defined as May 15 through August 15).

It is a privilege and not a right for non-Athletics users to utilize Athletics facilities under any circumstance, and LMU Athletics reserves the right to refuse use of any of its facilities for any reason at any time. Athletics facilities are not assigned or approved for outside use based upon a first-come, first-served basis. Rather they are approved based upon appropriate availability and compatibility with the respective space requested.

Athletics will work with all non-LMU Athletics entities to provide space for desired activities based on certain criteria and availability. The University establishes "blackout dates" that will affect availability to all non-LMU Athletics entities. With this in mind the following policies and procedures have been developed to assist in providing, when possible, event space for the LMU Community and non-University entities.

Athletics facilities at Loyola Marymount University are designated for primary use by Intercollegiate varsity athletics teams. They are designed to provide opportunities for varsity teams to compete in NCAA sanctioned competition. This use includes practices and competitions in both NCAA traditional and non-traditional seasons, as well as during the summer. These facilities include:

Gersten Pavilion (Basketball and Volleyball – Center, East and West Courts)

Founders Room

ADG Conference Room (Lions Athletic Center)

Conference Room B (Lions Athletic Center)

Weight Room (Lions Athletic Center – Not a Rentable or Reservable Space)

Sullivan Field (Soccer)

Page Stadium (Baseball)

LMU Batting Cage (Baseball)

Smith Field (Softball)

Higgins Golf Center (Golf)

LMU Tennis Center (Tennis - Courts 1 thru 6)

* Burns Aquatics Center (Water polo, Swimming) - subject to approval by Burns Rec. Department

RENTAL FEES

Rental fees will be applicable to the LMU Community (e.g. University groups and organizations) as well as non-University entities. Non-University entities using LMU Athletics facilities must also meet strict NCAA usage regulations. Rental fees will be set by the Associate Director of Athletics for Internal Operations. Rental fees are required – regardless of the user – and will be determined based on the needs for supporting the event that could include but may not be limited to the following:

Facility Rental Fee

Contract Fee

Administrative Fee

Equipment Rental Fee

Personnel Staffing

Including but not limited to the following:

Venue setup, breakdown, return to original use for athletic use

Operation of or training for use of technical equipment such as scoreboard, sound system, video board

Supplies replenishment (e.g. toilet paper, soap, towels, etc)

Use of utilities (e.g. power, lights, phone lines, internet)

Floor protection (Tiling and Covering required for non-athletic events and Mandatory Fees Apply)

Special needs or requirements

FACILITY REQUESTS

All requests for rental use of LMU Athletics facilities must be supported by completion of the Rental Request Form. This form can be obtained from the Athletics Department via either the Associate Director of Athletics for Internal Operations or the Director of Athletics Facilities. It can also be obtained online at www.LMULions.com or through the Conferences and Events Services office. All requests for rental use of LMU Athletics facilities must be submitted via the Rental Request Form no later than 21 days in advance of the proposed event dates. Requests that do not meet the filing deadline are subject to refusal and/or additional fees. No requests will be reviewed prior to July 1 for the upcoming academic year.

NON-UNIVERSITY EVENTS

• MANDATORY REQUIRED INSURANCE

All non-University groups and organizations with a desire to rent any LMU Athletics facility must provide a current Certificate of Insurance naming Loyola Marymount University as an additional insured on both Public Liability and Property Damage coverage in the amount of \$1,000,000 combined single limit each occurrence and \$3,000,000 in the aggregate where applicable. This insurance will be regarded as primary and no other insurance shall be considered contributory or co-insurance.

CONTRACTS

Contractual agreements are required for all uses of any LMU Athletics facility for all non-University groups and organizations. Contracts are prepared and administered by LMU Conferences and Events Services (CES). Contract fees are required. Contract distribution, including copy of insurance and rental payment, will be submitted to the Associate Director of Athletics for Internal Operations.

CUSTODIAL SERVICES

Each venue will have different requirements for custodial service. See specifications for each venue in the venue specific use document.

GROUNDS SERVICES

For all outdoor venues, fees may be charged for purposes of field preparation (i.e. field lining, dragging, etc.), conditioning and restoration. These charges will be determined by the LMU Assistant Director of Grounds and will be assessed to all rental agreements as deemed appropriate. All equipment usage on outdoor venues must receive prior approval by the LMU Assistant Director of Grounds. Restrictions and fees will be applicable.

CONCESSIONS / FOOD & BEVERAGE

LMU Athletics reserves the right to restrict the use of food and beverage at all of its facilities, depending on the type of event being held. No group or organization renting LMU Athletics Facilities is allowed to provide their own concessions or food and beverage operations. Sodhexo is the only concessionaire / food and beverage provider allowed to operate in any facility on the LMU campus. There are no exceptions to this restriction.

MANDATORY SITE INSPECTION / PRE AND POST EVENT

All events occurring in LMU Athletics facilities held by any LMU Community or non-University group or organization must adhere to a strict policy of participation in a pre and post site inspection. This inspection will also include a review of the event to include setup, operation, and breakdown. Failure to comply with this requirement could result in cancellation of the event at the discretion of the Associate Director of Athletics for Internal Operations or the LMU Director of Athletics Facilities.

MANDATORY EVENT MANAGEMENT / EVENT COORDINATION

Event setup diagrams are required for all events held in LMU Athletics facilities. A pre-event walk-thru is required for all events. Individuals required but are limited to include the Director of LMU Athletics Facilities, the Event Operator, and LMU Event Coordinator (UR Event Coordinator or CES Event Specialist). All non-University events must provide event management. Levels of event management will be determined at the time of the request. Events that include prospect aged individuals as determined by the NCAA (9th – 12th Grade) have extensive restrictions. Those restrictions require the event operator to operate their event strictly without the involvement of any Athletic department involvement. This includes the inducement, agreement, operation or administration of any event. The only exception is for facilities personnel to open and close the facility and to prepare it for use. All ticket taking operations, ushering operations, security, press and scoreboard operations, concessions, athletic training, etc. may not be performed or provided by LMU Athletics personnel (see NCAA bylaw 13.11.2.3).

SECURITY / PUBLIC SAFTEY

All events will require some level of event management security, and requirements will be determined by the number of anticipated guests and the type of event being held. LMU Athletics reserves to the right to require or not any level of security it deems necessary based on the type of event being requested. Specific amounts of management and security will be determined during the contractual agreement process.

FACILITY CLEANLINESS / DAMAGE

Upon a post-visit inspection of the event, if damage is determined, the event operator will be responsible for reimbursement of the damages to LMU Athletics. LMU Athletics reserves the right to use any individual or entity it deems appropriate to determine the level or type of damage to any part of its facilities and the associated costs to return it to normal condition. All non-University entities renting LMU Athletics facilities agree in advance of use to return the venue to LMU in an equal or better condition prior taking possession of the venue for their event. Excessive uncleanliness or trash removal may result in added fees at the conclusion of the event.

LMU ATHLETICS FACILITIES MANAGEMENT

All events held in any LMU Athletics facility by any non-Athletics user will require the hiring of LMU Athletics Facilities staff members. A minimum of one and up to three will be required for all events, depending on the specific requirements of the event as determined by the Associate Director of Athletics for Internal Operations. Mandatory fees for staffing will be required. No exceptions will be made to this policy.

USE OF OUTSIDE CONTRACTORS AND VENDORS

If any user desires to utilize an outside vendor for event support (e.g. décor, lighting, sound, staging, tables, chairs, etc.), that vendor must be approved in advance by the LMU Risk Management Office. All outside contractors and vendors will be expected to satisfy mandatory insurance requirements. Additionally, the Event Coordinator/Operator must include all vendors in a pre-event planning meeting and pre-site inspection of the facility. The Event Coordinator/Operator will be solely responsible for the actions of and contractual obligations with any outside vendor. LMU Athletics reserves the right to refuse the use of any outside vendor at any time for any reason.

PARKING

All events that require parking for participants or spectators must park on the LMU campus in Hannon Parking Lot. Further, all participants and visiting spectators must enter campus via the main LMU entrance off of Lincoln Boulevard. The 80th street entrance may not be used under any circumstances. Depending on the size of the event, LMU Athletics reserves the right to require assistance from the LMU Parking Department and associated fees to support parking efforts may apply and will be determined by the Associate Director of Athletics for Internal Operations and/or the LMU Parking Department.

LOCAL COMMUNITY / SURROUNDING NEIGHBORHOODS

All events held at LMU Athletics Facilities must adhere to strict guidelines relative to the local community and surrounding neighborhoods. Event noise must be kept at a minimum. Operators must ensure that participants and spectators stay out of the local community and surrounding neighborhoods and that the event does not cause disruption or misbehavior to local residents. Any event causing disruption or misbehavior may cause the event to be cancelled or revoked at any time and may be done so by the Associate Director of Athletics for Internal Operations, the Director of LMU Athletics Facilities, or by LMU Public Safety officials.

CANCELLATION FEES

For all non-LMU events, a cancellation fee will be assessed should a group or organization decide to cancel their contracted event. The cancellation fee will be determined specific to the event and agreed upon at the time the contract is signed. All cancellations must be made at least 72 hours prior to the event or entire deposit will be forfeited.

For additional information – please contact:

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