

ALBERT GERSTEN PAVILION (Basketball / Volleyball)

- Requests for all non-athletic events will not be considered until all practice and competition schedules are finalized for women's volleyball, women's basketball and men's basketball. Some exceptions apply for specific LMU sponsored events that could affect and cause re-ocation of athletic practices to alternate venues. Those events include:
 - Baccalaureate Mass
 - Graduate School Graduation
 - Backup for Law School Graduation
 - Freshman Convocation
 - Open House
 - Preview Day
- May be used any day of the year subject to availability.
- LMU Athletics reserves the right to approve or deny any type of activity in the facility for any reason.
- A strict hypersensitivity will be present relative to any use of the Center court which serves as the main court for the facility. All nonathletically related events, whether they are LMU Community or non-University sponsored, will be subject to a heightened sensitivity and must demonstrate an absolute need to host the event on this court. All attempts will be made to use the East or West Courts.
- All non-Athletically related events will require court protection (e.g. tiling and vinyl covering). Use of these protective materials will require a setup and knockdown minimum charge of \$250. Additional charges may apply depending on circumstances and needs of event.
- All other events will be restricted for approval by the Associate Director of Athletics for Internal Operations and approvals will be based on availability.
- The event operator is responsible for anything that may occur at or as a result of its event that causes damage or disruption in the local and surrounding neighborhoods (e.g. excessive noise, misbehavior, etc.).
- Will not be rented for any event that is scheduled to involve less than 1000 participants. Banquets must have at least 400.
- Events may not begin before 8 am and must conclude by 10 pm.
- Athletics reserves the right to restrict use of all technical equipment. Any use of technical equipment must involve Athletics Department designated individuals who are assigned for their oversight. Fees will be charged for their services.
- Banquets are discouraged, however, if contracted must use 60" round tables.
- No adhesives may be used.
- Food and beverage will be subject to restrictions – especially on the floor.
- No helium balloons.
- No Gum.
- Candles may be allowed, subject to LMU Fire Code.
- Setup and Breakdown requirements include:
 - Most events require at least two hours of set up time and two hours of breakdown/cleanup time. Depending on the specifications of the event, we may require more or less time for setup and breakdown/cleanup. Fees for these services will be determined based on those specifications and requirements.
 - For all events, additional fees for custodial service will be determined and applied to the rental agreement at the discretion of LMU Athletics and in consultation with Facilities Maintenance. Any event that includes pre-approved food service or concessions operations will require additional custodial fees. For events that do not include food service or concessions operations, custodial service fees will be determined based on the type of event and the number of participants.
- Fire Code Regulations:
 - Maximum Capacity is 4,156
 - Doorways cannot be blocked.
 - 12-foot clearance at entry ways is required.
 - All tables must be 52" apart for banquets.
 - Maximum of 400 banquet style 60" rounds for banquets.
 - No banquets in the lobby.
 - Candles are permitted but they must be placed on tables, and covered in a glass hurricane or votive holder with a 1 ½ inch clearance from top of flame to the top of the candleholder.

Sound

LMU Athletics requires the use of its own vendor for support of any outside events when requesting use of the house sound system. The event operator agrees in advance of their event to use this vendor as deemed necessary by LMU Athletics. Further, the vendor (Simon Productions, Inc.) will work with the event operator to determine the level of support and associated fees.

Lighting

Any event occurring in the venue that requires additional lighting must be approved in advance by the Associate Director of Athletics for Internal Operations or the LMU Director of Athletics facilities. Further, the event operation must also receive approval of their desired vendor, and the vendor is required to attend the pre and post site inspection meeting. LMU Athletics reserves the right to deny use of any vendor for any reason.

Electrical

If additional equipment is needed to support any non-athletic event, an electrician from LMU Facilities Maintenance must be consulted prior to approval of the event. The event operator agrees in advance to adhere to any requirement and to pay all fees as deemed necessary by the institutional electrician.