Policy:
LMU departments and student organizations may reserve Ahmanson North through the Event Scheduling office.

Event Hours for Ahmanson North:
1. Weeknights: 5:00pm to Midnight
2. Saturday: 7:00am to Midnight
3. Sunday: 7:00am to 9:00pm
   a. Sunday events must end by 9:00pm to allow sufficient time for room preparations to be made for regular operations.

General Use Policies for Ahmanson North:
4. Food service must be provided by the University’s food service provider, Sodexo.
5. No adhesives on walls or glass.
6. Ahmanson North is an AS IS Space - Equipment cannot be altered by Event Operations.
7. Clients will be charged a $150 fee by Sodexo for violation of any of the following:
   a. Furniture is moved and not returned to original setup.
   b. Trash is not placed in trashcans.
   c. Carpet is left stained.
   d. Non-Sodexo food is brought into the room.

Room Set-up Guidelines for Ahmanson North:
8. Room Configurations:
   a. No staging or dance floors are allowed.
   b. Maximum seating capacity is 160 (room is booked “as is” and cannot be rearranged due to lack of storage).
   c. Installation of partition must be arranged with Sodexo.
9. Fire Code Regulations:
   a. Maximum capacity is 200.
   b. Doorways cannot be blocked. 8’ clearance at entry ways is required.
   c. All tables must be 52” apart.
   d. Candles must be placed on tables, and covered in a glass hurricane or votive holder with 1 ½ inch clearance from tip of flame to the top of the candleholder.

Event Support Fees for Ahmanson North:
10. Custodial Services:
   a. Events will be required to have 2 custodians
11. Security:
   a. Required at discretion of Public Safety