

DEPARTMENT: EVENTS + CLASSROOM MANAGEMENT, BUSINESS AFFAIRS	
SUBJECT: AHMANSON NORTH DINING ROOM POLICY	PAGE 1 OF 1
POLICY NUMBER: ADMIN-2007-02	SUPERSEDES: ALL PRIOR DINING RESERVATION POLICIES
EFFECTIVE DATE: AUGUST 1, 2006	PREVIOUS ISSUED: AUGUST 1997

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