

SUBJECT: SCHEDULING OUTDOOR WILLIAM H. HANNON LIBRARY SPACES		Page 1 of 2
Policy Number:	Supersedes: NONE	
Effective Date: June 2009	Previously Issued: N/A	
DEPARTMENT: EVENT SERVICES		

1. STATEMENT OF POLICY:

This policy outlines the scope, definitions, and rules for complying with the Loyola Marymount University Scheduling Outdoor William H. Hannon Library Spaces Policy as it applies to University Events.

Loyola Marymount University departments and student organizations may reserve these spaces for events. Additional conditions are outlined for students. Student groups (organizations) must follow Student Leadership and Development's event scheduling policies and procedures.

2. SCOPE:

This policy applies to all faculty, staff, and student organizations of the University wishing to plan events.

3. DEFINITIONS:

Spaces: Hannon Event Plaza Space Categories

Upper Zone: West Plaza North and South, and the Amphimeadow.

Lower Zone: The Lawton Event Plaza (Amphitheatre)

4. GUIDELINES:

- 4.1 Space requests are processed online through the Event Scheduling office. Requests are processed on a first-come-first-serve basis. Summer Conferences will have priority during the summer months (June 1 through August 1).
- 4.2 Events are available for scheduling seven (7) days a week from 7am to midnight.
- 4.3 Event requests must be received 14 days prior to event date to guarantee processing.
- 4.4 Availability and current reservations may be viewed by visiting <http://calendar.lmu.edu>

## 5. LIMITATIONS:

### 5.1 Dates

All events are subject to the University Scheduling Policies.

### 5.2 Amplification

5.2.1 All amplification requests must follow the current amplification policy. [Click here.](#)

### 5.3 Zones

5.3.1 There are 2 scheduling zones:

5.3.1.1 Upper Zone: West Plaza (North & South) and Amphimeadow

5.3.1.2 Lower Zone: Lawton Event Plaza (Amphitheatre)

5.3.2 Click [here](#) to view a map of zones.

### 5.4 Additional Event Restrictions

5.4.1 No events during the final two weeks of the semesters due to academic needs.

5.4.2 External or revenue generating events may only use the space Friday through Sunday during the academic year.

## 6. POSSIBLE EVENT SETUP STYLES

Click [here](#) to see Setup Styles.