

DEPARTMENT: EVENTS + CLASSROOM MANAGEMENT, BUSINESS AFFAIRS, STUDENT AFFAIRS, ACADEMIC AFFAIRS	
SUBJECT: CAMPUS BARBEQUE + GRILL POLICY	PAGE 1 OF 1
POLICY NUMBER: PENDING	SUPERSEDES: NONE
EFFECTIVE DATE: OCTOBER 2006	PREVIOUS ISSUED: NONE

**STATEMENT OF POLICY**

This policy outlines the definitions, responsibilities, procedures, and guidelines for university departments and student organizations wishing to sponsor an event with an outdoor barbeque (BBQ) at Loyola Marymount University.

**POLICY**

Loyola Marymount University departments and student organizations seeking to plan BBQ events may reserve the BBQ grill through Loyola Marymount University's food service provider (Sodexo).

**PROCEDURES + GUIDELINES FOR RESERVING BBQ GRILL:**

1. Student organizations must complete the Activity Planner process with Student Leadership & Development.
2. University Departments must reserve the venue through the Event Scheduling Office and make arrangements with Sodexo for the BBQ grill.
3. All perishable food served during the event must be purchased directly from Sodexo Catering at bulk rate pricing.
4. One Sodexo chef must be hired for a minimum of two hours for each event. The two-hour minimum includes half an hour for set up, one hour of cook time, and half an hour for clean up.
5. The Sodexo staff member will assist with food preparation and supervise all students, staff and faculty who will be preparing food.
6. The Scheduling Office determines locations that may be reserved for events.
7. Only one BBQ grill is available for use.

This policy does not apply to events catered and staffed by Sodexo Campus Services. The BBQ grill at Leavey 6 is available only for personal use by residents and thus not included in this policy.