

DEPARTMENT: EVENTS + CLASSROOM MANAGEMENT, REGISTRARS	
SUBJECT: UNIVERSITY BLACKOUT DATES	Page 1 of 3
Policy Number: Pending	Supersedes: University Blackout Date Policy
Effective Date: October 6, 2005	Previous Issued: September 2005

STATEMENT OF POLICY:

This policy outlines and defines the definitions and guidelines that govern the restriction of events on the Loyola Marymount University Westchester Campus during designated blackout dates.

DEFINITIONS:

Policy:

Loyola Marymount University assigns priority to designated events and functions over other university events and functions during the academic year and restricts the use of space and resources based on the University Holiday calendar published by Human Resources. No event, function, or activity may take place during University holidays as defined by the Administration.

University Holiday:

Loyola Marymount University defines these dates as university holidays. No events may take place during these dates since the University is closed and no support staff is available:

Martin Luther King Jr. Day
 President's Day
 Cesar Chavez Day
 Good Friday, Easter Saturday and Easter Sunday
 Memorial Day
 Independence Day
 Labor Day
 Thanksgiving Day, Friday, Saturday and Sunday of Thanksgiving Weekend
 Christmas Holiday as defined by Human Resources

University Tier One Date:

Loyola Marymount University designates full priority to these events during the year and restricts all other events or functions from occurring on these dates due to their size, scope and logistical complexity.

Baccalaureate Mass and Reception (As defined by Academic Calendar)
 * Undergraduate Commencement (As defined by Academic Calendar)
 * Graduate Commencement (As defined by Academic Calendar)
 Law School Graduation Weekend (As defined by Academic Calendar)
 Transfer Orientation, Orientation 7, and Faculty Orientation (Tuesday, Wednesday, Thursday and Friday of the last full week in August)

Student Training Day (Third Wednesday of August is designated as campus wide student training day; no events may take place during the day 8am to 5pm).

LMU Connect Weekend, Graduate Orientation, AFROTC Orientation (Friday through Sunday before school starts)

LMU Open House (First Sunday in November)

LMU President's Day (Set in March)

Preview Day (Set in April)

Alumni Weekend Celebration (Set in September/October)

** Due to complexity of commencement activities and set-ups, no other events may take place beginning on Wednesday of finals week.*

University Tier Two Date:

Loyola Marymount University designates priority to these events over all other events during the year. Other events may occur on these dates once reservations for the below events are finalized.

Academic Awards Convocation

AFROTC Classes/Leadership Lab

AFROTC Career Day

AFROTC Change of Command Parade/Reception

AFROTC Dining In/Dining Out

AFROTC Orientation and Commissioning Ceremony

AFROTC Parents' Potluck / Talent Wing Ding

Alpha Sigma Nu Induction

Alpha Sigma Nu Mass & Brunch

Anchor Splash

Any Chair / Space Dedication*

Basketball Tip Off Dinner

Battle of the Bands

Bellarmino Forum

Beta Gamma Sigma Induction

Bioethics Institute Annual Lecture

Board of Regents/Trustees Meetings

Business Advisory Council Meetings

Business Ethics Fortnight

Career Development Kick Off

Charity Ball

Club Fest

Community Service Fair

CTY

Dean and VP Convocations (All colleges and divisions)*

Education & Non-Profit Career Fair

Faculty Social

Family Weekend

For Profit & Government Career Connections

Graduate School Fair

Homecoming ASLMU

HR Benefits Fair
Latino Scholars Day
Lip Sync
LMU Staff Christmas Party
LMU Staff Picnic
MAAA Scholarship Dinner
Mass of the Holy Spirit
MBA Career Fair
Midnight Madness
Na Kolea Lu'au
Philippino Cultural Night (PCN)
PLACE Corps Commissioning Mass
PLACE Corps Orientation/Send-Off Celebration
President's Association Mass and Brunch
President's Convocation Address
Presidential Preview Weekend
Presidential Scholars Reception
Run for the Bay
SCELC Vendor Days
St. Ignatius Day
Student Service & Leadership Award Ceremony
Summer Orientation
Sunset Concert
The Book
Turtle Tug
Wine Classic
Workstudy Job Fair
**as needed*

Exceptions to the Policy

Religious events planned and hosted by the Office of Campus Ministry (i.e. mass, vigils) or the Rector of the Jesuit Community may be held during religious holidays. Weddings are not included in this exception.

University sanctioned NCAA Athletic games may use University Equipment available in the inventory for events taking place during the University designated holidays as long as the equipment is ordered through the Event Scheduling Office and delivered prior to the start of the holiday. The sponsoring party shall take on financial responsibility for the equipment until the end of the holiday period or the designated pickup date.

Senior Vice Presidents may request exceptions to this policy. All requests for exceptions must be in writing and sent to the Event Scheduling Office. All exceptions must be approved by the Senior Vice President for Administration. No fees or costs associated with any event may be waived under any conditions.