

DEPARTMENT: EVENT SERVICES	
SUBJECT: CHARGES POLICY	Page 1 of 2
Policy Number: Pending	Supersedes: None
Effective Date: February 28, 2007	Previous Issued: None

STATEMENT OF POLICY

This policy outlines the definitions, responsibilities, and guidelines for the reservation of events during non-peak times.

DEFINITIONS

Policy:

Loyola Marymount University faculty, staff, student groups, and Alumni may reserve space on campus through the department of Conference and Event Services during non-peak times.

Non-Peak Times:

Non-peak times are dates when the department of Conference and Event Services has minimal student staff. These times are in direct correlation to the University’s academic calendar. Non-peak times are defined as:

1. First Friday in May through May 15th
2. August 15th – First Day of Class for the Fall Semester
3. Autumn Break (see University Calendar for specific dates)
4. Christmas Break - Student (see University Calendar for specific dates)
5. Spring Break (see University Calendar for specific dates)
6. All University Holidays (see University Calendar for specific dates)
7. Midnight – 7am everyday

Specifications:

Events may take place during non-peak times. Charges will apply for the following reasons:

1. Events that take place between 12am and 7am on regular business days.
2. Events during non-peak times:
 - a. Events with an end time beyond 5pm.
 - b. The second event that is booked in a conference room for any given date.

Exemptions:

1. The first event that is booked in one of the following conference rooms:
 - a. ECC 1857
 - b. McIntosh Conference Room
 - c. Hilton 300 ABCD
2. Minimal equipment is requested to be dropped off to one location.
 - a. Minimal is defined by the Event Operations Supervisor.
 - b. Applicable equipment is tables and chairs only.
 - c. For University Holiday dates, equipment will be dropped off before the University Holiday and will be picked up after the University Holiday.

3. "As Is" rooms may be requested. Minimal equipment may be dropped off to these locations. We will not set up the equipment.
 - a. Ahmanson North
 - b. Roski Dining Hall
 - c. Dean's Boardroom
 - d. Student Life Facilities

Calculations:

Charges are calculated based on the amount of labor and time needed to complete the set up. The standard rate is below and can be applied to any event that meets the specifications above. Events that do not fit in the above specifications, but still need to be accommodated must be referred to an Event Services Supervisor for a more accurate estimate.

$$\$25.00 \times 2 \text{ Employees} \times 2 \text{ Hours} = \$100.00 \text{ TOTAL FEE}$$