

DEPARTMENT: ADMINISTRATION DIVISION	
SUBJECT: USE OF CAMPUS SPACE FOR EVENTS	PAGE 1 OF 4
POLICY NUMBER: CES - 101	SUPERSEDES: Policy statement on Office Conferences and Scheduling (8/1990)
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STATEMENT OF POLICY

This policy outlines the definitions, responsibilities, procedures, and guidelines for the use of university space for all University groups looking to host events, conferences or other business on the Loyola Marymount University Westchester campus.

DEFINITIONS

Policy – All members of the Loyola Marymount University community, inclusive of departments, colleges, schools, institutes, and full-time faculty / staff members, scheduling or planning an event, not related to academic courses or classes, in any University space shall schedule their event with Events and Classroom Management.

Events – Events are defined as: receptions, banquets, meetings, conferences, wedding receptions, social gatherings, lectures, or functions affiliated with an external organization (business or professional in nature). All events must also be consistent with the mission of the University, regardless of event category. Department fundraisers are permitted only if all proceeds stay with the University. Fundraisers involving outside groups are permitted only if all room and labor costs are paid in full prior to event.

University Space - Designated spaces that are intended for general public use by either the entire university community or a portion thereof.

Events are categorized into five areas:

1. University Events –Activities, meetings, functions and academic events held specifically for the members of the University community by a university department, college or recognized student organization.
2. Sponsored Events – Meetings, business functions and programs hosted by a Full-time employee of Loyola Marymount University that is held in conjunction or in association with an external organization or audience, and is directly related to the field of work for the host department. Host department is financially responsible for all operational costs associated with event.
3. Personal Events –Events for Faculty and Staff. See [*Personal Party Policy for Faculty and Staff*](#).
4. Alumni Events – Events involving Alumni of the University. Contact the Alumni Relations Department for guidelines.
5. External Events – Any organization, group or business, not affiliated with the University, seeking to gain access to campus space for the purpose of planning their meetings, conferences or social activities. Departments coordinating with any external organization not meeting the criteria for Sponsored events are categorized as outside events.

PROCEDURES & GUIDELINES:

All university events, not related to academic courses or classes, must be scheduled through the Event Scheduling office. Outside events, including social gatherings, weddings, and outside filming must be scheduled through the Conference Services office. Academic courses and classes are handled through the Office of the Registrar for booking of classroom spaces.

Event Reservation Rules:

1. All requests for university space must be submitted to the Event Scheduling office at least two working days prior to the proposed event date; some services and spaces necessitate a minimum of two weeks advance notice. Please visit www.lmu.edu/events/policies for more information and guidelines.
2. Classroom reservations are governed by the Academic Classroom Reservation Policy. See [Academic Classroom Reservation Policy](#) for guidelines.
3. University events have priority as defined by the [Priority for Events](#) section outlined below.
4. Events may not take place on designated blackout dates as defined by the [University Blackout Date Policy](#).
5. University reserves the right to cap the amount of events on any day based on parking needs.

Priority for Events

The University Blackout Date policy defines the priority for all events at LMU. All events will be scheduled on the University Master Calendar in accordance with this policy and the following guidelines:

- I. 1st Tier Events
- II. 2nd Tier Events
- III. 3rd Tier Events
- IV. 4th Tier Events

Event Category Definitions

The following is a description of the event categories in order of reservation priority. Events may not take place on designated blackout dates as defined by the [University Blackout Date Policy](#).

I. 1st Tier Events (Top Level University Events):

Events defined by the University Administration as fundamental to the core mission and function of the University. Main focus events specifically benefit the immediate university community as a whole and must include one of the following criteria: official commencement ceremonies; recruitment of students specifically aimed to parents or students by the Office of Admissions; open house invitations to parents, friends or alumni of the university; employee orientations planned for faculty or staff of the university as planned by Human Resources.

Approved events: Commencement Mass, Graduate, Undergraduate, Doctoral and Law Ceremonies, LMU President's Day, LMU Open House, Preview Day, Faculty Orientation, AFROTC Orientation, LMU Connect, Graduate Orientation, Transfer Orientation, Student Training Day and Alumni Weekend Celebration.

II. 2nd Tier Events (University Events):

Events held specifically by and for the benefit of the University community. These main focus events are primarily intended for a broad cross-section of the University community, and may include, students, faculty and staff or prospective university donors. These events are annually recurring and have cabinet approval.

Approved Events: See [University Blackout Date Policy](#) for complete list.

III. 3rd Tier Events (University Events):

Any event planned by any part of the university community that is essential to the function or operation of any University department or student organization that is: 1) held specifically for the department organizing the event 2) large in size (at least 100 attendees) 3) annual event that has occurred for at least 5 consecutive years. Annual university committee meetings or groups also fall into this category. This includes programs coordinated by LMU faculty specifically as part of the academic courses held during the current academic year. Requests for inclusion of events in the Tier 3 category are subject to review.

IV. 4th Tier Events (University Events):

All other university events planned by any part of the university community that is essential to the function or operation of any University department, institute, center or student organization that is held specifically for the department organizing the event even if it involves other guests, including conferences, meetings, department socials, award ceremonies, student functions and student activities hosted through ASLMU.

This category also includes Non-University Events that are essential to LMU:

There are four types of events that fall within this section. They are listed in order of priority:

1. Sponsored Event – Coordinating with a professional association or external organization for the purpose of hosting an event on campus. To qualify for the host designation, the event must have a department head who affirms, in writing, that he/she affirms the department will act as host to the event. These events must directly relate to the specific function of the hosting University department. Host department covers all operational and support costs related to the event.
2. Personal Events – Events for Faculty and Staff. See [*Personal Party Policy for Faculty and Staff*](#).
3. Alumni Events – Event involving Alumni of the University that are donors. Contact the Alumni Relations Department for guidelines.
4. Outside (Non-University) Event – Any organization, group or business not affiliated with the University, seeking to gain access to campus space for the purpose of planning their meetings, conferences or social activities. Departments coordinating with any external organization not meeting the criteria for Sponsored events are categorized as outside events.

Events in this category may not interfere with, or divert space and resources from other scheduled University programs or activities. Event restrictions apply for Finals week (including the weekend before finals week), 10 days prior to commencement weekend and 15 days prior to the start of the academic year in the Fall semester.

1. Sponsored Events: Events specifically related to field of work for Faculty and Staff of the University
University staff or faculty members seeking to plan events with an external organization, or professional association, which is directly related to the specific function of the department, may reserve space for the event on campus if the criteria are met.

Event must meet each of the following criteria:

- I. Event must have a direct benefit to LMU by providing at least one of the following:
 - o Enhance, promote, and/ or develop leaders and professionals within the university.
 - o Foster awareness and appreciation for diverse cultures and cultivate an intercultural community.
 - o Provide university members with an outlet for community outreach or social justice programs.
- II. Event contact must be a full-time Faculty or Staff member of the University in good standing and assume responsibility for coordinating all services directly with Event Scheduling.
- III. Insurance must be provided to Loyola Marymount University with \$1 million general liability and \$3 million aggregate coverage (may be waived in certain circumstances).

- IV. General admission to event is gratis for all campus guests attending.
- V. Appropriate Director or Department Chair of the individual planning the event must provide letter or email stating their support of proposed event.
- VI. Budget number must be provided prior to event for payment of operational costs including services performed by custodial, grounds, engineer, technician, and other staff necessary to support event.
- VII. Request must be submitted a minimum 60 days in advance to ensure proper planning. If more than 500 people are attending then 4 months notice is required.

2. Personal Events for Faculty and Staff of the University

Employees of Loyola Marymount University may reserve space on campus for personal events. These must meet criteria set forth in the [*Personal Event Policy for Faculty and Staff*](#) and follow procedures and guidelines defined within the policy.

3. Events for University Alumni

Alumni, donors or benefactors of Loyola Marymount University may reserve space on campus for events. Contact Alumni Relations for guidelines.

4. Events for Outside Organizations and Groups

Outside organizations, groups or associations looking to rent space for their organization's event, meeting, conference or social activity, must reserve space on campus through Conference Services.

These events must meet the following criteria:

- Provide letter of intent
- Provide insurance to Loyola Marymount University with \$1 million general liability and \$3 million aggregate coverage
- Event must be in line with the mission of the University
- A signed contract is required and payment for all services is due prior to event. Supplemental billing may also be applied for additional services provided during the event.
- For rate and availability contact the Conference Services office at 310-338-2975 or email: conference@lmu.edu