

DEPARTMENT: EVENTS + CLASSROOM MANAGEMENT, COLLEGE OF BUSINESS ADMINISTRATION	
SUBJECT: USE OF HILTON FOYER	PAGE 1 OF 1
POLICY NUMBER: PENDING	SUPERSEDES: Hilton Foyer Reservation Policies
EFFECTIVE DATE: OCTOBER 212005	PREVIOUS ISSUED: FEBRUARY 1997

STATEMENT OF POLICY

This policy outlines the definitions, responsibilities, procedures, and guidelines for reservation of the Foyer in the Conrad Hilton Center for Business by Faculty, Staff, Student groups and Alumni of Loyola Marymount University.

DEFINITIONS:

Policy:

Loyola Marymount University faculty, staff, student groups and Alumni may reserve the Foyer in the Conrad Hilton Center for Business through the department of Conference and Event Services for the purpose of hosting an event.

Event Requirements – Must satisfy all requirements below:

1. Approval from the Dean of the College of Business
2. Cleaning deposit of \$150 or department budget number on file for all food functions.
3. Requests involving food must be submitted at least 7 working days in advance.
4. Event diagrams are required for any event involving food.

Procedures & Guidelines

1. Check availability on-line by checking the calendar (<http://calendar.lmu.edu>)
2. Submit request On-Line through the Event Scheduling Office's web form:
<http://www.lmu.edu/Page6363.aspx>
3. Provide accurate diagram of your event if more than 25 people are attending and / or if food will be served.
4. Food events must provide a budget number for janitorial support / cleaning deposit.
5. Written confirmation will be emailed once request is approved by the Dean of the College of Business Administration.