

DEPARTMENT: EVENTS + CLASSROOM MANAGEMENT, COLLEGE OF BUSINESS ADMINISTRATION	
SUBJECT: HILTON CONFERENCE ROOM USE POLICY	PAGE 1 OF 2
POLICY NUMBER: PENDING	SUPERSEDES: HILTON 3 RD FLOOR RESERVATION POLICY
EFFECTIVE DATE: OCTOBER 15, 2005	PREVIOUS ISSUED: AUGUST 1997

STATEMENT OF POLICY

This policy outlines the definitions, responsibilities, procedures, and guidelines for reservation of conference rooms 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 conference room space in the Conrad Hilton Center for Business through the Event Scheduling office for the purpose of hosting an event.

Event:

Events are defined as conferences, receptions, banquets, meetings of professional nature. Socials, parties or music events are not allowed.

Event Requirements:

1. Event must be professional in nature, no exceptions.
2. Student groups related to the College of Business may reserve space in any of the Hilton conference rooms (for a list see addendum A).
3. Sorority and Fraternity functions that are geared towards recruitment or professional development of the individual may book any Hilton 300 section.
4. Food functions may take place in any Hilton 300 section.
5. Student functions with food are required to hire janitorial support from Facilities Management for the duration of the event.
6. All food service must be provided by the University's food service provider (Sodexo).
7. Requests for Hilton 302 and Hilton 304 must receive approval from the Office of the Dean, College of Business Administration.
8. Two hours between each event is required in any Hilton 300 room to allow for set-up and breakdown of equipment.
9. Events may take place daily from 7:00am to 11:30pm (this includes set-up and breakdown time).

Procedures and 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/events>
3. Food events involving students will be asked to provide a budget number for janitorial support.

4. Requests for Hilton 302 and 304 further out than 60 days will be placed in a pending file until the date reaches the booking window.
5. Requests for Hilton 302 and Hilton 304 within the 60 day window will be processed once approval is granted.
6. Clients will be notified in advance if the requested rooms are not available.
7. Confirmation of event reservation will be emailed.

Addendum A

Student groups related to the College of Business:

Accounting Society
Black Student Business Association
Business Law Society
Delta Sigma Pi
Finance Club
Latino Business Association
Marketing Society
Professionals in Human Resources Association
Student Association for Asian Business