

DEPARTMENT: CONFERENCE, CLASSROOM & EVENT SERVICES, BUSINESS AFFAIRS	
SUBJECT: ROSKI DINING ROOM USE POLICY	PAGE 1 OF 3
POLICY NUMBER: ADMIN-2007-01	SUPERSEDES: ALL PRIOR ROSKI DINING RESERVATION POLICIES
EFFECTIVE DATE: JANUARY 29, 2007	PREVIOUS ISSUED: AUGUST 2006

### STATEMENT OF POLICY

This policy outlines the definitions, responsibilities, procedures, and guidelines for reservation of the Roski Dining room in University Hall for events by Loyola Marymount University departments and recognized student organizations.

### DEFINITIONS:

#### Policy:

Loyola Marymount University departments and student organizations may reserve Roski for events through the Event Scheduling office.

#### Event:

Events are defined as receptions, banquets, meetings, or socials.

#### Event Hours for Roski:

1. Monday – Thursday: 3:30pm to 10:30pm
2. Friday: 3:30pm to Midnight
  - Note: No events may take place earlier than 3:30pm on weekdays due to dining room cleaning.
3. Saturday: 7am to Midnight
4. Sunday: 7am to 10:30pm
5. Amplified events may only occur Friday through Sunday.

#### General Use Policies for Roski:

6. Events requiring any type of food service must use the University's food service provider Sodexo.
7. Banquets must use the 60" round tables already inside the dining room unless rentals are pre-arranged at least 7 days in advance.
8. No amplified music or performances may occur Monday through Thursday during school hours.
9. No adhesives on any walls or glass.
10. No helium balloons.
11. Candles are allowed please see Fire Code section for limitations.
12. Event requests made less than 2 days in advance must use room as is (room is set banquet style for 220 people).

#### Room Set-Up Guidelines for Roski:

13. Most events require two hours for set-up of room and equipment. Depending on your specifications we may require more or less time for set-up. Please contact your event coordinator to determine the time needed for your specific event.

14. Room Configurations:

- a. Equipment set-ups must be planned prior to your event.
- b. For your safety, no one from your party may rearrange equipment. If equipment is found altered from original placement, you will be charged a \$150 fee. Please plan ahead and speak with one of our event coordinators for set-up assistance.
- c. If you are using any outside vendors for décor, lighting, sound, staging, tables or chairs you will need to notify one of event coordinators at least 7 days in advance.
- d. Up to 3 pieces of (4'x 8') staging are allowed inside room.

15. Fire Code Regulations:

- a. Maximum capacity is 320  
Capacities:
  1. Banquet style 60" rounds (no speaker): 320
  2. Banquet style 60" rounds: 304
  3. Banquet style with 60" rounds and 8'x12' stage: 288
  4. Banquet style with 60" rounds and 18'x24' dance floor and 8'x12' stage: 240
- b. Doorways cannot be blocked. 8' clearance at entry ways is required
- c. All tables must be 52" apart.
- d. Candles are permitted but they must be placed on tables, and covered in a glass hurricane or votive holder with 1 ½ inch clearance from tip of flame to the top of the candleholder.

Event Support Fees for Roski:

16. Custodial Services:

- a. Events with no food:
  - 175 to 320 guests will require 1 custodian
- b. Events with food:
  - 100 to 199 guests will require 2 custodians
  - 200 to 320 guests will require 3 custodians

17. Security

- Required at discretion of Public Safety

18. Electrician specialist

- Required based on overall logistics, including the use of powered rental equipment.

INTERNAL USE ONLY  
OPERATING GUIDELINES

ROSKI Guidelines:

1. The Event Scheduling office will coordinate an event with the following criteria:
  - Event is for less than 200 people
  - No outside vendors are involved
  - Event does not require multiple spaces
  
2. Event Managers will coordinate an event with the following criteria:
  - All events for the President, Senior Vice Presidents, Deans and the Jesuit Community.
  - All events not handled by the Event Scheduling office.
  
3. Role of the Event Manager
  - To act as the facility proctor
  - Enforce university policies related to the Event.
  - Contact support services on clients behalf: this includes Facilities Management, Student Workers, Public Safety, and Classroom Management
  
4. Room set-up guidelines and protocol:
  - a. Minimum time requirements for events on the following days:
    - i. Events on Friday:
      1. Must reserve room from 3:30pm Friday until 12pm Saturday
    - ii. Events on Saturday:
      1. Must reserve room from 5pm Friday until 12 pm Sunday
    - iii. Events on Sunday:
      1. Must reserve room from 5pm Saturday until 10pm Sunday
    - iv. Events on weeknights, including Sunday nights:
      1. Only one event per evening
      2. If room diagram or instruction is not provided more than 2 days in advance, then room must be used “As Is”: Room is set with rounds for 220 people.
      3. Room may be reconfigured for events, but complete removal of chairs must be arranged with Student Workers for both take down and set-up. If room equipment is not returned to room there will be a \$200 fee for emergency labor to get room back to normal for business.
      4. The student workers are a free service and should be enlisted to move chairs out of room, but if you want to pre-schedule Event Operations to act in this capacity then the fee for this service is \$100.