



RESERVATION FORM FOR THE LIVING ROOM

UNIVERSITY DEPARTMENTS

CONTACT INFORMATION	
Name _____	Email _____
Contact Number _____	
Event Contact Person (if different than above) _____	Contact Number _____

EVENT INFORMATION	
Event Title _____	
Event Date(s) _____	
Expected Attendance _____	Off Campus Guests _____
Set Up Time _____	Start Time _____
End Time _____	

APPROVALS	
Yes No	
<input type="checkbox"/> <input type="checkbox"/> Food and/or Beverages: <i>If yes, Provided by</i> <input type="checkbox"/> Sodexo <input type="checkbox"/> Club or Department <input type="checkbox"/> Restaurant	
Sodexo Approval Signature _____ Date: _____	
<input type="checkbox"/> <input type="checkbox"/> Alcohol: <i>If yes, Sodexo Approval Signature</i> _____ Date: _____	

PLEASE SEE REVERSE FOR EQUIPMENT/FURNITURE REGULATIONS.

CONTENT - PLEASE DESCRIBE YOUR EVENT	
Purpose of Event: _____	

Expected Audience: <input type="checkbox"/> Students	<input type="checkbox"/> Faculty/Staff
<input type="checkbox"/> Off Campus: _____	(please explain who the off-campus guest(s) will be)

DEPARTMENT AGREEMENT	
1. The department listed above is responsible for upholding all University policies related to this event. 2. All products sold and/or actions taken by the organization, guests, and/or invited vendors must comply with the University's mission, goals and policies. 3. Approval from Phung Tran is given for the event described above only. Any changes must be reported to Phung Tran 4. No publicity may be released until final approval has been given by Phung Tran and the venue and date are confirmed	
Representative Signature _____	Date: _____
<p>Please note: Your request <u>will not</u> be processed if this form is not filled out completely and accurately. You will receive a confirmation # when the event has been finalized and booked.</p>	

OFFICE USE: RCVD: _____	Approval Signature _____	Type: Social/ event	Date: _____
Ref #: _____	Entered By: _____	Date: _____	

ADDITIONAL INFORMATION

AUDIO VISUAL EQUIPMENT ONLY.	
<p>Movie Projector Package _____ <i>Includes: LCD Projector, DVD Player, Screen, PA system, AV Table, Connecting Cords</i></p> <p>LAPTOP: PC _____ MAC _____</p> <p>Data Projector Package _____ <i>Includes: LCD Projector, Screen, AV Table, Connecting Cords. Does not include laptop. List Microphone Quantity</i></p> <p><i>Will you need to hook up sound for this presentation? Circle YES or NO</i></p> <p>Overhead Projector Package _____ <i>Includes: Overhead Projector, Screen. For displaying transparencies</i></p>	<p>Podium _____</p> <p>PA System & Mic _____</p> <p>Television _____ Circle One: w/ Cable w/ DVD w/ VHS</p> <p>Special Instructions:</p>

General Policies

1. All University Policies and Procedures are in effect.
2. For social and entertainment events with an expected attendance of 20 - 150.
3. Reservations are available for no charge during normal hours of operation.
4. Reservations outside of normal operation hours will require an overtime labor charge.
5. Due to impact on the surrounding residential community, all events must end at 12 am.
6. Failure to end the event by the specified reservation time will result in an overtime labor charge.
7. Furniture is in-house only and may not be removed.
8. No adhesive, staples, tacks or nails may be used to decorate. Blue painters tape is allowed.
9. No smoking, candles, or open flames are permitted.
10. Confetti, glitter, and uncooked rice are not allowed in the facility.
11. The sponsoring organization is responsible for disposing of all trash and decorations in the receptacles after the event. Use of prohibited decoration items (listed above) and/or failure to clean after your event will result in an extraordinary cleaning fee of at least \$50.
12. Any damages occurring to the facility and/or the equipment/furniture by the event guests will be charged to the sponsoring organization.

Policies for events with alcohol

1. All attendees must be at least 21 years old with 2 valid photo ID's (One must be an LMU OneCard)
2. Approved Alcohol Moderators need to be present throughout the entire event. (\$20 per hour)
3. A minimum of one Bartender will be required to serve. (\$15-\$25 per hour, 4hr minimum)
4. The cost of alcohol is in addition to the above fees
5. Alcohol service options (bottles, kegs, etc) must be coordinated by Phung Tran.
6. Non-alcoholic drinks, food and utensils must be provided
7. Events can be hosted bar or cover charge only. Tickets and Wristbands are required and will be provided
8. For groups wishing all attendees to utilize LMU flexi dollars for the cover charge, a OneCard reader is required and must be requested through the One Card Office.

I HAVE READ THE ABOVE POLICIES AND AGREE TO ALL THE TERMS AND CONDITIONS:

Representative Signature: _____ Date: _____