

SUBJECT: SCHEDULING VON DER AHE FAMILY SUITE		Page 1 of 2
Policy Number: ADM 0015	Supersedes: NONE	
Effective Date: January 5, 2009	Previously Issued: N/A	
DEPARTMENT: EVENT SERVICES		

1. STATEMENT OF POLICY:

Loyola Marymount University leadership** may reserve the Von der Ahe Family Suite through the Event Scheduling office for high level university events for which they serve as host and for which they will be in attendance.

2. PURPOSE:

The Von der Ahe Family Suite is a venue for high level university events hosted by university leadership**.

3. DEFINITIONS:

Events: Events are defined as meetings, academic symposia, receptions and banquets.

Spaces: Von der Ahe Family Suite and attached food prep area.

4. GUIDELINES:

- 4.1 Priority is granted to events sponsored by University Relations (UR.) All other requests for use of the room will be processed on a first-come-first-served basis (see 4.2). Requests are processed online through the Event Scheduling office.
- 4.2 Event Scheduling will process non-UR events no more than 60 days in advance. Any event request beyond 60 days will be held and processed on a first come first serve basis once the event date falls within the 60 day range.
- 4.3 This facility is generally available for scheduling during WHH Library open hours however exceptions may be granted to host events during other times of day upon approval of the Senior Vice President of Administration. A budget number must be provided in advance of scheduling for all events outside of Library 3rd floor access hours to cover any additional incurred labor costs.
- 4.4 Event requests must be received at least 5 business days prior to event date to guarantee

processing.

5. LIMITATIONS (NON DEVELOPMENT RELATED EVENTS):

5.1 Dates

The room may be scheduled for use with the exception of finals week and university blackout dates.

5.2 Types of Events

- 5.2.1 University leadership* may schedule events for which they are the host and for which they are in attendance.
- 5.2.2 Library events do not require university leadership to serve as host.
- 5.2.3 Sponsored events are not permitted.
- 5.2.4 All events scheduled in this venue must be respectful of its location within the university library.

5.3 Services

- 5.3.1 Due to space limitations, there is a 60 guest maximum on plated banquets in this space. For other event configurations, please consult with the Events Scheduling office.
- 5.3.2 All food preparation services must be contained within the adjacent pantry and be provided by Sodexo Catering Services.
- 5.3.3 Set up configurations are determined by Event Services based on information provided by client.
- 5.3.4 No elevated staging or dais is allowed in this venue.
- 5.3.5 An AV technician is provided for the initial event setup of the event and to ensure startup integrity. Organizers may request a technician to remain on the premises "on standby" throughout the entire event at a bill rate of \$25 per hour with 2 hour minimum.

**The university leadership group is comprised of the President, the Executive Vice President and Provost, Senior Vice Presidents, Deans, Vice Presidents and Associate Vice Presidents.