

FOUNDERS ROOM

- LMU Athletics has priority in scheduling use of the Founders Room.
- Requests for use of the Founders Room by non-LMU Athletics groups or organizations may be made at any time during the year, but are subject to availability.
- Events may not begin before 8 am and must conclude by 10 pm.
- At the conclusion of the event, the event operator is responsible for picking up all loose trash and debris in and around the facility.
- The event operator is responsible for anything that may occur at or as a result of its event that causes damage or disruption in the local and surrounding neighborhoods (e.g. errant balls, excessive noise, misbehavior, etc.).
- No equipment of any kind may be left on the field overnight. There are no exceptions to this policy.
- Athletics reserves the right to restrict use of all technical equipment. Any use of technical equipment must involve Athletics Department designated individuals who are assigned for their oversight. Fees will be charged for their services.
- No adhesives may be used.
- Food and beverage will be subject to restrictions.
- No Gum.
- Setup and Breakdown requirements include:
 - Most events require at least two hours of set up time and two hours of breakdown/cleanup time. Depending on the specifications of the event, we may require more or less time for setup and breakdown/cleanup. Fees for these services will be determined based on those specifications and requirements.
 - For all events, additional fees for custodial service will be determined and applied to the rental agreement at the discretion of LMU Athletics and in consultation with Facilities Maintenance. Any event that includes pre-approved food service or concessions operations will require additional custodial fees. For events that do not include food service or concessions operations, custodial service fees will be determined based on the type of event and the number of participants.
- Fire Code Regulations:
 - Maximum Capacity is 84.
 - Gateway entrance and exits may not be blocked.

Sound

If sound is requested and approved for use at an event, the event operator must make arrangements to use their own equipment, rent it from Conferences and Events Services, or rent it from a vendor. LMU will not allow use of its portable sound system for non-LMU Athletics events. Further, any sound used at an event must adhere to the LMU Athletics Outdoor Sound policy. LMU Athletics reserves the right to restrict use of sound at any event, regardless of the reason.

Lighting

Any event occurring in the Founders Room that requires additional lighting must be approved in advance by the Associate Director of Athletics for Internal Operations or the LMU Director of Athletics facilities. Further, the event operator must also receive approval of their desired vendor, and the vendor is required to attend the pre and post site inspection meeting. LMU Athletics reserves the right to deny use of any vendor for any reason.

Electrical

If additional equipment is needed to support any non-athletic event, an electrician from LMU Facilities Maintenance must be consulted prior to approval of the event. The event operator agrees in advance to adhere to any requirement and to pay all fees as deemed necessary by the institutional electrician.