

Events with Special Considerations

Event Proposals

- Student Leadership & Development will determine whether an event requires an Event Proposal.
- All dances and large-scale student events must be evaluated at an Event Proposal meeting.
- To complete the Event Proposal process:
 - Pick up an Event Proposal document from Student Leadership & Development once the Activity Planner has been approved.
 - Sign up for an Event Proposal meeting time at least one month prior to the event. Meetings are held every Thursday at 2:00pm in Malone 201.
 - At the meeting the organization representatives will speak with staff from across campus to finalize decisions regarding the event. Those in attendance include representatives from Student Leadership & Development, the event venue, Public Safety, Conference and Event Services, Sodexo Campus Services, Operations and Maintenance, the OneCard office and the sponsoring organization's Advisor.
 - At the completion of the event an evaluation meeting will be conducted with the organization.
- Once approved, Event Proposals are a contract between the University and the sponsoring organization. Student Leadership & Development must approve any changes to the proposals.
- In the event that the organization does not adhere to University policies or the Event Proposal guidelines, the organization may be prohibited from planning events for a specified amount of time determined by Student Leadership & Development.

Co-Sponsorship

- Registered student organizations may not co-sponsor an event with an alcohol distributor, bar, tavern or restaurant known as a drinking establishment.
- Registered student organizations may not co-sponsor an on-campus event with a student organization not registered at LMU or a business that does not have a direct correlation to the event being sponsored.

Off-Campus Guests

- Consultation with Student Leadership & Development is required when off-campus guests will be in attendance.
- The number of off-campus guests permitted depends on the nature of the event, security and staff moderator participation, and the assessment of risks involved.
- Total event attendance must never exceed the facility's maximum capacity.
- Requirements for Public Safety staffing, guest identification, guest lists and informed consent will be determined by Student Leadership & Development.
- For off-campus guest policies specific to dances, concerts and alcohol, please refer to Student Leadership & Development's Dances and Concerts policy and Alcohol at Student Events policy.

Contracts

- Students should never sign contracts for performers or vendors.
- If performers or vendors send a contract for signature, submit all pages of the contract to Student Leadership & Development for a signature.
- If the performer or vendors do not have a contract, Student Leadership & Development can prepare one for them.
- Contact Student Leadership & Development for assistance with all contracting needs.

Hookahs On-Campus Event Policy

- Only registered student clubs and organizations may host events with hookah on campus.
- All events must adhere to state, federal and local laws, in addition to University policy, with regards to the use of tobacco.
- Events with hookahs may only be held on Sork Terrace, the outside patio adjacent to the Lion's Den.
- Arrangements must be made with Operations and Maintenance for the disposal of the coals at the end of the event.
- All events must be reserved at least 48 hours in advance.
- There is a four hour limit to each event.
- Only one event with hookah may be hosted per week on the patio.
- University funds may not be used for the purchase or rental of hookahs, tobacco, or any other hookah related paraphernalia including but not limited to coals.
- Student organizations must also adhere to the Student Housing policies regarding hookahs.

Movie Showings

- It is the intent of Loyola Marymount University that all members of the University community adhere to the provisions of the United States Copyright Law.
- This is specifically relevant to student organizations when desiring to show movies.
- The rental or purchase of a movie does not carry with it the right to "perform the copyrighted work publicly."
- Student organizations must receive explicit permission from the copyright owner for "public performance" rights in order to show the movie as part of a program.
- Obtaining a public performance license is relatively simple and usually requires no more than a phone call, however the average cost of a movie is between \$400 - \$800.
- Three major firms handle these licenses.
 - Swank Motion Pictures, Inc. 800-876-5577 www.swank.com
 - Criterion Pictures 800-890-9494 www.criterionpicusa.com
 - Motion Picture Licensing Corp. 800-338-3870 www.mplc.com

Student Filming

- To reserve a facility for filming, organizations must provide Student Leadership & Development and Conference and Event Services with a School of Film and Television Student Filming Approval Form.
- Forms are available in the School of Film and Television and must be signed by the Head of Production.