

DEPARTMENT: CONFERENCE & EVENT SERVICES, BUSINESS AFFAIRS	
SUBJECT: UNIVERSITY DINING ROOM USE POLICY	PAGE 1 OF 2
POLICY NUMBER: PENDING	SUPERSEDES: ALL PRIOR DINING RESERVATION POLICIES
EFFECTIVE DATE: AUGUST 1, 2006	PREVIOUS ISSUED: AUGUST 1997

STATEMENT OF POLICY

This policy outlines the definitions, responsibilities, procedures, and guidelines for reservation of the university dining rooms in University Hall and Malone for events by Loyola Marymount University departments and recognized student organizations.

DEFINITIONS:

Policy:

Loyola Marymount University departments and student organizations may reserve Roski, Ahmanson North and the University Restaurant (UH 1767) for events through the Event Scheduling office.

Event:

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

Guidelines for Roski:

1. Food service is optional in this room.
2. Events requiring any type of food service must use the University's food service provider Sodexo.
3. Events may take place during the following hours:
 - a. Monday – Thursday: 3:30pm to 9:30pm
 - b. Friday: 3:30pm to Midnight
 - c. Saturday and Sunday
 - i. 7am to midnight
 - ii. Sunday events must end by 7:30pm to allow time for room preparations to be made for regular business operations on Monday morning.
4. Fire Code Regulations:
 - a. Maximum capacity is 320
 - i. 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. 8' clearance at entry way (doorways cannot be blocked), 52" between tables.
 - c. 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.
5. Room Policies:
 - a. Event support fees:
 - i. 100 to 199 guests with food will require 2 custodians
 - ii. 200 to 320 guests with food will require 3 custodians

- iii. 175 to 320 guests with no food will require 1 custodian
- iv. Security will be required at discretion of Public Safety
- b. Up to 3 pieces of (4'x 8') staging is allowed inside room.
- c. Set-up must be banquet style with rounds.
- d. No adhesives on walls; no helium balloons.

Guidelines for University Restaurant:

1. Food service is required for any event and must be provided by the University's food service provider Sodexo.
2. Events may take place during the following hours:
 - a. Friday: 6pm to Midnight
 - b. Saturday: 7am to Midnight
 - c. Sunday: 7am to 10pm
3. Fire Code Regulations:
 - a. Maximum capacity is 68
 - b. 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.
4. Room Policies:
 - a. Event support fees:
 - i. \$50 Cleaning fee will be assessed
 - ii. Security will be required at discretion of Public Safety
 - b. Room layout cannot be altered.
 - c. No adhesives on walls; no helium balloons.

Guidelines for Ahmanson North:

1. Food service is required for all events and must be provided by the University's food service provider Sodexo.
2. Events may take place during the following hours:
 - a. Saturday: 7am to Midnight
 - b. Sunday: 7am to 7:30pm (events must end by 7:30pm to allow sufficient time for room preparations to be made for regular business operations on Monday morning).
 - c. Weeknight dining events may be booked in Ahmanson North only if Roski is not available due to another scheduled event.
3. Fire Code Regulations:
 - a. Maximum capacity is 200.
 - i. Minimum seating capacity is 180. Only 2 round tables may be moved out of the room to accommodate for smaller events. Events greater or smaller in number should reserve another venue. Clients with less than 180 guests may reserve the room with the understanding that the extra equipment cannot be moved.
 - b. 8' clearance at entry way (doorways cannot be blocked), 52" between tables.
 - c. 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.
4. Room Policies:
 - a. Event support fees:
 - i. Events will require 2 custodians
 - b. No staging or dance floors are allowed inside room.
 - c. Set-up must be banquet style with rounds. \$150 service fee will be assessed if equipment is removed from room.
 - d. No adhesives on walls.