

DEPARTMENT: CONFERENCE, CLASSROOM & EVENT SERVICES, BUSINESS AFFAIRS	
SUBJECT: AHMANSON NORTH DINING ROOM POLICY	PAGE 1 OF 2
POLICY NUMBER: ADMIN-2007-02	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 Ahmanson North Dining room in Malone for events by Loyola Marymount University departments and recognized student organizations.

DEFINITIONS:

Policy:

Loyola Marymount University departments and student organizations may reserve Ahmanson North for events through the Event Scheduling office.

Event:

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

Event Hours for Ahmanson North:

1. Saturday: 7am to Midnight
2. Sunday: 7am to 7:30pm
3. Events must end by 7:30pm to allow sufficient time for room preparations to be made for regular operations.
4. Weeknight dining events may be reserved if Roski is not available due to another scheduled, or if you have an event reserved in Sacred Heart Chapel.

General Use Policies for Ahmanson North:

5. Food service is required for all events and must be provided by the University's food service provider Sodexo.
6. No adhesives on walls or glass.
7. No staging units or dance floors are allowed inside room.
8. Outside rental companies must comply with all policy constraints.
9. Candles are allowed please see Fire Code section for limitations.

Room Set-up Guidelines for Ahmanson North:

10. Room Configurations:
 - a. No staging or dance floors are allowed.
 - b. Set-up must be banquet style with rounds.
 - c. 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.
 - d. If equipment is found altered from original placement, you will be charged a \$150 fee by Sodexo for reset of room.
11. Fire Code Regulations:
 - a. Maximum capacity is 200.

- b. Doorways cannot be blocked. 8' clearance at entry ways is required
- c. All tables must be 52" apart.
- d. 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.

Event Support Fees for Roski:

12. Custodial Services:

- a. Events will be required to have 2 custodians

13. Security

- a. Required at discretion of Public Safety

14. Electrician specialist

- a. Required based on overall logistics, including the use of powered rental equipment.