

DEPARTMENT: CONFERENCE SERVICES, EVENTS + CLASSROOM MANAGEMENT	
SUBJECT: PERSONAL EVENTS POLICY	PAGE 1 OF 2
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STATEMENT OF POLICY

This policy outlines the definitions, responsibilities, procedures, and guidelines for rentals of university space for personal events planned by full-time faculty and staff of Loyola Marymount University.

DEFINITIONS

Policy

Loyola Marymount University (LMU) employees may reserve University space through Conference Services on the Westchester Campus for the purpose of hosting a personal event.

Personal Events

Personal events are defined as social gatherings and receptions that are not affiliated with an organization or business. These include family reunions, birthday celebrations or wedding receptions.

Event Requirements – Must satisfy all requirements below:

1. Faculty and Staff must be in good standing with LMU as verified by Human Resources.
2. Provide insurance to Loyola Marymount University with \$1 million general liability and \$3 million aggregate coverage. An application may be obtained through the Conference Services office if the faculty or staff member does not have a carrier.
3. A signed contract is required and payment for all services is due prior to event. Supplemental billing may also be applied for additional services provided during the event.
4. The faculty or staff member must be present at the event.

Procedures & Guidelines

1. All inquiries for university space begin with Conference Services at 310-338-2975.
2. Faculty or staff member will be asked to complete an information request form for their personal event. See Addendum A for list of eligible spaces, dates, times and rental discounts.
3. Weddings scheduled in Sacred Heart Chapel may host reception on campus.
4. Once information sheet is completed, Conference Services staff will coordinate services with event contact to assist with event planning.
5. A signed contract must be completed prior to the event. Event will be confirmed only after contract is signed.
6. All event contacts must provide a certificate of insurance naming Loyola Marymount University as additionally insured with \$1 million general liability and property damage coverage and \$3 million general aggregate.
7. Operating fees such as custodial and engineering labor fees* will not be discounted and are subject to change without advance notice. Rate information is available at 310-338-2975 or via email at conference@lmu.edu.
8. Faculty and staff (and their guests) using LMU space shall abide by and conform to all reservation policies and regulations issued by the University (see www.lmu.edu/events/policies).
9. Failure to book an event without processing the required forms through Conference Services may result in the loss of booking privileges.

ADDENDUM A

Spaces Eligible for Personal Parties & Events

- Bird Nest
- Saint Robert's Hall Auditorium
- The Hill Dining Room
- Huesman Lounge
- Ahmanson North Dining Room
- University Hall Roski Dining Room
- University Hall McIntosh Room
- Executive Conference Center Rooms

Dates Eligible for Spaces

- Events may take place on campus between October 1 and April 20 during the academic year.
- All other dates will be considered on a case-by-case basis.

Restrictions

- Events may not be booked on **University Blackout Dates**. (see dates by clicking on link)
- LMU reserves the right to deny access to the campus during peak University event dates and times.
- All rooms may be booked between the hours of 7:00am to 11:00pm. Events ending after 11:00pm will need special approval by the Conference Services Department.
- Wedding receptions may be reserved only if ceremony is held on campus.

Current Published Rates:

For more information about rates and fees, we encourage you to contact our office at 310-338-2975 or email us at conference@lmu.edu.

Discounted Rates

Employed for 1-5 years:

A discounted rate, at 10% below the normal client rental rates will be offered for personal bookings. Any fees associated with operating costs will not be discounted.

Employed for 6-10 years:

A discounted rate, at 15% below the normal client rental rates will be offered for personal bookings. Any fees associated with operating costs will not be discounted.

Employed for 11-15 years:

A discounted rate, at 20% below the normal client rental rates will be offered for personal bookings. Any fees associated with operating costs will not be discounted.

Employed for 16-20 years:

A discounted rate, at 25% below the normal client rental rates will be offered for personal bookings. Any fees associated with operating costs will not be discounted.

Employed for 21 years and above:

A discounted rate, at 45% below the normal off-campus client rental rates will be offered for personal bookings. Any fees associated with operating costs will not be discounted.

Facilities and operating Fees

- Events may incur additional operating fees to cover event support (such as janitorial staff, building engineer, etc.) based on size, time and location. An estimate will be provided when extra services are needed.