

Organization-sponsored events should be designed to enhance the student co-curricular experience, while adhering to the Guiding Principles for Student Programming. Organization-sponsored events should not be designed with the intent of providing entertainment to the greater Los Angeles area.

Student Leadership & Development reserves the right to approve or deny any event requested through the Activity Planner Process.

### Event Dates and Hours

- Sunday through Thursday – events can begin as early as 7:00am and must end by midnight.
- Friday and Saturday – indoor events can begin as early as 7:00am and must end by 1:30am with all guests, students, and vendors out of the facility no later than 2:00am;
- Outdoor events, events requiring amplification, and other events which may have a negative community impact, as determined by Student Leadership & Development staff, must adhere to the guidelines set forth in the Amplified Event policy.
- Major outdoor organization-sponsored concerts and events are not permitted without the approval of the Senior Vice President of Student Affairs or his/her designee. This approval will be sought by Student Leadership & Development on behalf of the organization.
- Students may host events in University facilities beginning the day Student Housing Residence Halls open for the fall and spring terms.
- No events may be held beginning at 8:00pm on the Friday before finals week.
- No amplified events may occur during the Mass of the Holy Spirit or on Holy Thursday.
- No events are permitted on the following days:
  - University Holidays including, but not limited to (beginning at 6:00pm the day before and lasting until midnight the day of):
    - Martin Luther King Jr. Day
    - Cesar Chavez Day
    - Good Friday, Easter Saturday and Easter Sunday
    - Wednesday before Thanksgiving, Thanksgiving Day, Friday, Saturday, and Sunday of Thanksgiving Weekend
  - Special/prior approval is required for organization events during LMU Tier One event dates:
    - Alumni Weekend
    - Baccalaureate Friday
    - Family Weekend
    - LMU Connect
    - Mass of the Holy Spirit
    - Mission Day
    - Open House
    - President's Day
    - Presidential Preview Weekend
    - Preview Day
    - Undergraduate & Graduate Commencement Weekend

- Christmas Holiday as defined by Human Resources
- Summer Break
- Spring Break

### **Event Locations and Equipment**

- Please see the Student Leadership & Development website for a comprehensive list of possible locations, capacities and available equipment.

### **Scheduling an Event**

- To schedule the event:
  - Pick up an Activity Planner from Student Leadership & Development.
  - Complete the Activity Planner.
  - Provide a diagram for any space other than a classroom or an as is space.
  - Obtain approval from Sodexo for food provided at organization events.
  - Return the Activity Planner to Student Leadership & Development. Meet with a staff person to check availability of space and equipment.
  - Within 48 business hours look for confirmation email indicating the event has been confirmed. Review confirmation to ensure accuracy.
- All events held on campus sponsored by an organization must be documented by an approved Activity Planner.
- Organization is responsible for clearly defining the content and purpose of the event on the Activity Planner. Student Leadership & Development approves the content of the event prior to reserving spaces and equipment. Any changes to the event content or reservation must be approved by Student Leadership & Development.
- Students may only schedule events for an organization. Personal events are prohibited.
- Organizations may not schedule any events representing outside groups.
- Disciplinary action may result for misrepresentation of an event such as receiving approval for an organization meeting and instead holding a private birthday party or stating no food will be served when in fact it is being served.

### **Event Proposals**

Student Leadership & Development utilizes the Event Proposal Process to evaluate, approve, and support large scale student events.

- Large scale events are defined as meeting one or more of the following criteria:
  - Multi-day/Multi-facility
  - Alcohol will be served
  - Significant number of off campus guests
  - Over 300 attendees
  - Dance
  - Concert
- To complete the Event Proposal process (if instructed to do so):
  - Pick up an Event Proposal Form from Student Leadership & Development.

- Schedule an Event Proposal Meeting with Student Leadership & Development at least 3 weeks prior to the event. Meetings are held every Wednesday at 3:00pm.
- Meet with staff from across campus to finalize decisions regarding the event at the Event Proposal Meeting. Those in attendance at the Event Proposal Meeting may include representatives from Student Leadership & Development, the event venue, Public Safety, Conference and Event Services, Sodexo Campus Services, the Student Housing Office, Off Campus Student Life, Facilities Management, the OneCard Office, and the sponsoring organization's Advisor.
- At the completion of the event, an evaluation meeting may be conducted with the organization.
- Once approved, Event Proposals are a contract between the University and the sponsoring organization. Any changes to the Event Proposal must be discussed with and approved by Student Leadership & Development.
- In the event that the organization does not adhere to University policies or the approved Event Proposal, the organization may be prohibited from planning events for a specified amount of time determined by Student Leadership & Development.

### Event Policies

- Activity Planners must be submitted to Student Leadership & Development at least 2 business days in advance.
- All requests are processed on a first-come, first-serve basis.
- Cancellations must be submitted in writing or email to Student Leadership & Development (Malone 101/103 or [malonesch@lmu.edu](mailto:malonesch@lmu.edu)) at least 2 business days in advance.
- Changes must be submitted in writing or email to Student Leadership & Development (Malone 101/103 or [malonesch@lmu.edu](mailto:malonesch@lmu.edu)) at least 2 business days in advance.
- All spaces must be reserved at least 2 business days in advance.
- Reservations for Classrooms:
  - Events in classrooms during class times cannot be booked until the 3<sup>rd</sup> week of each semester to allow for class schedule changes.
  - Events in classrooms outside of class times can be booked per normal booking procedures.
  - Events in classrooms may not have food or beverages.
- Extraordinary cleaning, failure to end an event by the specified end time, arriving late to a scheduled event, failure to show to a scheduled event may subject the organization to a fine.
- Organizations are responsible for removal of all decorations, personal items, and equipment by the scheduled event end time.
- Prohibited items include, but are not limited to:
  - Adhesive tape, staples, tacks, and nails
  - Smoking, candles, and open flames.
  - Confetti, glitter, and uncooked rice
  - Removal of equipment and/or furniture from the facility without prior approval from the space manager
  - Blocking emergency doors
- Failure to return the facility to the condition in which it was received (including not cleaning, damaged equipment, and any damage to the facility) may subject the organization to fines.

- Failure to adhere to any policy related to the event (indicated in this manual, the Student Leadership & Development website, the Conference & Event Services website, and/or the Campus Recreation website) and/or the falsification of the Activity Planner may result in additional disciplinary action.
- Organizations may submit Activity Planners for the following academic year as early as December 1<sup>st</sup> of the current academic year.

### **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 risk involved. Typically, no more than 50% of the capacity may be compiled of off-campus guests.
- A guest list must be compiled of all guests and their sponsoring LMU student.

### **Hookahs On-Campus Event Policy**

- Only registered student organizations may host events with hookah on campus.
- Individual students are prohibited from smoking hookahs 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 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.
- The rental or purchase of a movie does not carry with it the right to “perform the copyrighted work publicly.”
- 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](http://www.swank.com)
  - Criterion Pictures 800-890-9494 [www.criterionpicusa.com](http://www.criterionpicusa.com)

- Motion Picture Licensing Corp.      800-338-3870      [www.mplc.com](http://www.mplc.com)

### Filming

- To reserve a space for filming, organizations must provide Student Leadership & Development with an Activity Planner and meet with Student Leadership & Development staff.