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.
- Changes and cancellations must be submitted in writing or email to Student Leadership & Development (Malone 101/103 or 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 3rd 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, or 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 1st of the current academic year.
- LMU students must have a current LMU OneCard for entrance.
- Attendance of off campus guests must comply with the Student Organization event policy.
- Ticket prices must be publicized and remain the same for the entire event.
- If tickets are pre-sold, LMU students must have their ticket or wristband for entrance.
- At-the-door sales are prohibited if the event is sold out through advance ticket sales.
- Attendees may not re-enter the dance/concert unless otherwise approved by Student Leadership & Development.
- Purses, bags, and backpacks are not allowed in to the dance/concert unless otherwise approved by Student Leadership & Development.
- Organizations may have off-campus security perform pat downs if desired.
- Money collected during the event can be given to Public Safety for safe keeping until the organization is able to deposit it into their on campus organization account.
Publicity

- All publicity must specify the following:
  - Sponsoring organization(s)
  - Contact number or email address
  - Title of the event
  - Date, time and location
  - Ticket price
  - No re-entry
  - No open containers
  - No bags, purses or backpacks allowed
  - Off-campus guests must be at least 18 years old and provide a valid state issued ID.
- All forms of off-campus and on-campus advertising/publicity for the event must be approved by Student Leadership & Development prior to distribution.
- Publicity must be in accordance with the Alcohol Advertising Policy and Off Campus Advertising Policy if applicable.

Sponsoring Organization Responsibility at the Event

- Organizations are responsible for all incidents during the event. Students working the event must be sober and work closely with the moderators, Public Safety, and security to ensure a safe and successful event.
- Announce that the event will end within 15 minutes of the scheduled conclusion.
- Stop the music, turn up the lights or otherwise give clear indications that the event has ended.

Payment of Performers

- Performers will not be paid until the conclusion of their performance.
- Payment may be withheld from performances containing obscenities, and the University Rider should be added to all performer contracts.

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 venue capacity may be 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.
Student Organization Events - Production

- 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
  - Criterion Pictures  800-890-9494  www.criterionpicusa.com
  - Motion Picture Licensing Corp.  800-338-3870  www.mplc.com

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