Organization-sponsored events should be designed to enhance the student co-curricular experience, while adhering to the Guiding Principles for Approving 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 – No events between 8:00 – 9:00pm.
- 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.
- Organizations 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 through the completion of 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
    - Preview Day
    - Undergraduate & Graduate Commencement Weekend
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 may be 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.