

LOYOLA MARYMOUNT UNIVERSITY
ATHLETICS FACILITIES
VENUE SPECIFIC USE AND RENTAL INFORMATION
(Updated as of April 1, 2011)

Inside

Each page inside this document includes venue specific usage policies, procedures and guidelines as referenced in the Athletics Facilities Rental Policies and Use Procedures document. Please refer to the specific page of the venue you have interest in requesting.

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ALBERT GERSTEN PAVILION (Basketball / Volleyball)

- Requests for all non-athletic events will not be considered until all practice and competition schedules are finalized for women's volleyball, women's basketball and men's basketball. Some exceptions apply for specific LMU sponsored events that could affect and cause relocation of athletic practices to alternate venues. Those events include:
 - ✓ Baccalaureate Mass
 - ✓ Graduate School Graduation
 - ✓ Backup for Law School Graduation
 - ✓ Freshman Convocation
 - ✓ Open House
 - ✓ Preview Day
- May be used any day of the year subject to availability.
- LMU Athletics reserves the right to approve or deny any type of activity in the facility for any reason.
- A strict hypersensitivity will be present relative to any use of the Center court which serves as the main court for the facility. All non-athletically related events, whether they are LMU Community or non-University sponsored, will be subject to a heightened sensitivity and must demonstrate an absolute need to host the event on this court. All attempts will be made to use the East or West Courts.
- All non-Athletically related events will require court protection (e.g. tiling and vinyl covering). Use of these protective materials will require a setup and knockdown minimum charge of \$250 (normal charges are \$250 per court). Additional charges may apply depending on circumstances and needs of event.
- All other events will be restricted for approval by the Associate Director of Athletics for Internal Operations and approvals will be based on availability.
- The event operator is responsible for anything that may occur at or as a result of its event that causes damage or disruption in the local and surrounding neighborhoods (e.g. excessive noise, misbehavior, etc.).
- Will not be rented for any event that is scheduled to involve less than 1000 participants. Banquets must have at least 400.
- Events may not begin before 8 am and must conclude by 10 pm.
- Athletics reserves the right to restrict use of all technical equipment. Any use of technical equipment must involve Athletics Department designated individuals who are assigned for their oversight. Fees will be charged for their services.
- Banquets are discouraged, however, if contracted must use 60" round tables.
- No adhesives may be used.
- Food and beverage will be subject to restrictions – especially on the floor.
- No helium balloons.
- No Gum.
- Candles may be allowed, subject to LMU Fire Code.
- Setup and Breakdown requirements include:
 - Most events require at least two hours of set up time and two hours of breakdown/cleanup time. Depending on the specifications of the event, we may require more or less time for setup and breakdown/cleanup. Fees for these services will be determined based on those specifications and requirements.
 - For all events, additional fees for custodial service will be determined and applied to the rental agreement at the discretion of LMU Athletics and in consultation with Facilities Maintenance. Any event that includes pre-approved food service or concessions operations will require additional custodial fees. For events that do not include food service or concessions operations, custodial service fees will be determined based on the type of event and the number of participants.
- Fire Code Regulations:
 - ✓ Maximum Capacity is 4,156
 - ✓ Doorways cannot be blocked.
 - ✓ 12-foot clearance at entry ways is required.
 - ✓ All tables must be 52" apart for banquets.
 - ✓ Maximum of 400 banquet style 60" rounds for banquets.
 - ✓ No banquets in the lobby.
 - ✓ Candles are permitted but they must be placed on tables, and covered in a glass hurricane or votive holder with a 1 ½ inch clearance from top of flame to the top of the candleholder.

Sound

LMU Athletics requires the use of its own vendor for support of any outside events when requesting use of the house sound system. The event operator agrees in advance of their event to use this vendor as deemed necessary by LMU Athletics. Further, the vendor (Simon Productions, Inc.) will work with the event operator to determine the level of support and associated fees.

Lighting

Any event occurring in the venue that requires additional lighting must be approved in advance by the Associate Director of Athletics for Internal Operations or the LMU Director of Athletics facilities. Further, the event operation must also receive approval of their desired vendor, and the vendor is required to attend the pre and post site inspection meeting. LMU Athletics reserves the right to deny use of any vendor for any reason.

Electrical

If additional equipment is needed to support any non-athletic event, an electrician from LMU Facilities Maintenance must be consulted prior to approval of the event. The event operator agrees in advance to adhere to any requirement and to pay all fees as deemed necessary by the institutional electrician.

SULLIVAN FIELD (Soccer)

- Requests for all non-LMU athletic events will not be considered until all practice and competition schedules are finalized for men's and women's soccer, both in their fall and spring seasons.
- The Assistant Director of Grounds at LMU and the LMU Director of the Athletics Facilities reserve the right to deny any event – even after it has been approved and contracted, from occurring for any reason at any time (e.g. inclement weather, field damage, etc.).
- Generally speaking, all requests for non-LMU Athletics events will be highly discouraged during the traditional NCAA soccer season as defined from August 1 through January 1. The field may be requested for use any other day of the year subject to availability.
- LMU Club and Intramural teams may not use Sullivan Field for any reason. All requests by LMU Club or Intramural teams or individuals for use of Sullivan will be denied. The only exception will be limited use by the LMU Rugby team during the Spring semester only and as approved in advance by the Associate Director of Athletics for Internal Operations.
- A strict hypersensitivity will be present relative to any use of the facility. All events, whether they are LMU Community or non-University sponsored, will be subject to a heightened sensitivity of the condition of the field, and must demonstrate an absolute need to host the event.
- All other events will be restricted for approval by the Associate Director of Athletics for Internal Operations and approvals will be based on availability.
- No vehicle of any type may not be driven or parked on the field at any time for any reason.
- Field preparations must be performed by the LMU Assistant Director of Grounds and the Director will determine all costs associated with preparing the facility for use (e.g. grass preparation, field lining, etc.). The event operator agrees in advance to pay all costs as determined by the Assistant Director of Grounds.
- Events may not begin before 8 am and must conclude by sunset.
- The event operator is responsible for picking up all loose trash and debris the field and bench areas, and the seating areas.
- All events must adhere to the strict LMU Athletics Outdoor Sound policy.
- The event operator is responsible for anything that may occur at or as a result of its event that causes damage or disruption in the local and surrounding neighborhoods (e.g. errant balls, excessive noise, misbehavior, etc.).
- No equipment of any kind may be left on the field overnight. There are no exceptions to this policy.
- Athletics reserves the right to restrict use of all technical equipment. Any use of technical equipment must involve Athletics Department designated individuals who are assigned for their oversight. Fees will be charged for their services.
- No adhesives may be used.
- Food and beverage will be subject to restrictions.
- No helium balloons.
- No Gum.
- Setup and Breakdown requirements include:
 - Most events require at least two hours of set up time and two hours of breakdown/cleanup time. Depending on the specifications of the event, we may require more or less time for setup and breakdown/cleanup. Fees for these services will be determined based on those specifications and requirements.
 - For all events, additional fees for custodial service will be determined and applied to the rental agreement at the discretion of LMU Athletics and in consultation with Facilities Maintenance. Any event that includes pre-approved food service or concessions operations will require additional custodial fees. For events that do not include food service or concessions operations, custodial service fees will be determined based on the type of event and the number of participants.
- Fire Code Regulations:
 - ✓ Maximum Capacity is 1,136.
 - ✓ Gateway entrance and exits may not be blocked.

Sound

If sound is requested and approved for use at an event, the event operator must make arrangements to use their own equipment, rent it from Conferences and Events Services, or rent it from a vendor. LMU will not allow use of its portable sound system for non-LMU Athletics events. Further, any sound used at an event must adhere to the LMU Athletics Outdoor Sound policy. LMU Athletics reserves the right to restrict use of sound at any event, regardless of the reason.

Lighting

Lighting may not be used on Sullivan Field for any reason. Any request for approval of an event occurring in the venue that may require additional lighting will be denied.

Electrical

If additional equipment is needed to support any non-athletic event, an electrician from LMU Facilities Maintenance must be consulted prior to approval of the event. The event operator agrees in advance to adhere to any requirement and to pay all fees as deemed necessary by the institutional electrician.

GEORGE C. PAGE STADIUM (Baseball)

- Requests for all non-LMU Athletics events will not be considered until all practice and competition schedules are finalized for the baseball team, both during the Fall and Spring seasons.
- The Assistant Director of Grounds at LMU and the LMU Director of the Athletics Facilities reserve the right to deny any event – even after it has been approved and contracted, from occurring for any reason at any time (e.g. inclement weather, field damage, etc.).
- Generally speaking, all requests for non-LMU Athletics events will be highly discouraged during the traditional NCAA baseball season as defined from February 1 through July 15. The field may be requested for use any other day of the year subject to availability.
- LMU Club and Intramural teams may not use Page Stadium for any reason. All requests by LMU Club or Intramural teams or individuals for use of Page will be denied. The only exception to this restriction may be occasional requests by the LMU Club Baseball program, however, those must adhere to strict guidelines and approved in advance by the Head Baseball Coach and the Associate Director of Athletics for Internal Operations.
- A strict hypersensitivity will be present relative to any use of the facility. All events, whether they are LMU Community or non-University sponsored, will be subject to a heightened sensitivity of the condition of the field, and must demonstrate an absolute need to host the event.
- All other events will be restricted for approval by the Associate Director of Athletics for Internal Operations and approvals will be based on availability.
- Field preparations must be performed by the LMU Assistant Director of Grounds and the Director will determine all costs associated with preparing the facility for use (e.g. grass preparation, field lining, etc.). The event operator agrees in advance to pay all costs as determined by the Assistant Director of Grounds.
- No vehicle of any type may not be driven or parked on the field at any time for any reason.
- Pepper may not be played in or around the facility at any time.
- Events may not begin before 8 am and must conclude by sunset.
- At the conclusion of the event, the event operator is responsible for picking up all loose trash and debris from the press box, the field and dugouts, and the seating areas.
- The event operator is responsible for anything that may occur at or as a result of its event that causes damage or disruption in the local and surrounding neighborhoods (e.g. errant balls, foul balls, excessive noise, misbehavior, etc.).
- All events must adhere to the strict LMU Athletics Outdoor Sound policy.
- No equipment of any kind may be left on the field overnight. There are no exceptions to this policy.
- Athletics reserves the right to restrict use of all technical equipment. Any use of technical equipment must involve Athletics Department designated individuals who are assigned for their oversight. Fees will be charged for their services.
- No adhesives may be used.
- Food and beverage will be subject to restrictions.
- No helium balloons.
- No Gum.
- Setup and Breakdown requirements include:
 - Most events require at least two hours of set up time and two hours of breakdown/cleanup time. Depending on the specifications of the event, we may require more or less time for setup and breakdown/cleanup. Fees for these services will be determined based on those specifications and requirements.
 - For all events, additional fees for custodial service will be determined and applied to the rental agreement at the discretion of LMU Athletics and in consultation with Facilities Maintenance. Any event that includes pre-approved food service or concessions operations will require additional custodial fees. For events that do not include food service or concessions operations, custodial service fees will be determined based on the type of event and the number of participants.
- Fire Code Regulations:
 - ✓ Maximum Capacity is 600. Capacity may be increased to 1000 with additional seating down the right field line.
 - ✓ Gateway entrance and exits may not be blocked.

Sound

If sound is requested for use at an event, no other sound system may be used other than the house system. However, LMU Athletics reserves the right to deny use of sound for any event, regardless of the reason. If sound is approved, the event operator agrees in advance to pay a fee for use of the system and must adhere to the LMU Athletics Outdoor Sound policy.

Lighting

Lighting may not be used at Page Stadium for any reason. Any request for approval of an event occurring in the venue that may require additional lighting will be denied.

Electrical

If additional equipment is needed to support any non-athletic event, an electrician from LMU Facilities Maintenance must be consulted prior to approval of the event. The event operator agrees in advance to adhere to any requirement and to pay all fees as deemed necessary by the institutional electrician.

LMU BATTING CAGE AT PAGE STADIUM (Baseball)

- Requests for all non-LMU Athletics events will not be considered until all practice and competition schedules are finalized for the baseball team, both during the Fall and Spring seasons.
- The Assistant Director of Grounds at LMU and the LMU Director of the Athletics Facilities reserve the right to deny any event – even after it has been approved and contracted, from occurring for any reason at any time.
- Generally speaking, all requests for non-LMU Athletics events will be highly discouraged during the traditional NCAA baseball season as defined from February 1 through July 15. However, the batting cage may be requested for use at times when not in use relative to practice, competition or camp and clinic programming during the year. Availability will be subject to approval by the Head Baseball Coach.
- LMU Club and Intramural teams may not use the batting cage for any reason. All requests by LMU Club or Intramural teams or individuals for use of the batting cage will be denied. The only exception to this restriction may be occasional requests by the LMU Club Baseball program, however, those must adhere to strict guidelines and approved in advance by the Head Baseball Coach and the Associate Director of Athletics for Internal Operations.
- A strict hypersensitivity will be present relative to any use of the facility. All events, whether they are LMU Community or non-University sponsored, will be subject to a heightened sensitivity of the condition of the facility, and must demonstrate an absolute need to host the event.
- Events may not begin before 8 am and must conclude by 10 pm.
- At the conclusion of the event, the event operator is responsible for picking up all loose trash and debris in and around the facility.
- The event operator is responsible for anything that may occur at or as a result of its event that causes damage or disruption in the local and surrounding neighborhoods (e.g. excessive noise, misbehavior, etc.).
- All events must adhere to the strict LMU Athletics Outdoor Sound policy.
- Use of the weights in the batting cage are prohibited.
- No equipment of any kind may be left in the facility overnight. There are no exceptions to this policy.
- Athletics reserves the right to restrict use of all technical equipment. Any use of technical equipment must involve Athletics Department designated individuals who are assigned for their oversight. Fees will be charged for their services.
- No adhesives may be used.
- Food and beverage will be subject to restrictions.
- No helium balloons.
- No Gum.
- Setup and Breakdown requirements include:
 - Most events require at least two hours of set up time and two hours of breakdown/cleanup. Depending on the specifications of the event, we may require more or less time for setup and breakdown/cleanup. Fees for these services will be determined based on those specifications and requirements.
 - For all events, additional fees for custodial service will be determined and applied to the rental agreement at the discretion of LMU Athletics and in consultation with Facilities Maintenance. Any event that includes pre-approved food service or concessions operations will require additional custodial fees. For events that do not include food service or concessions operations, custodial service fees will be determined based on the type of event and the number of participants.
- Fire Code Regulations:
 - ✓ Maximum Capacity is 120.
 - ✓ Gateway entrance and exits may not be blocked.

Sound

If sound is requested and approved for use at an event, the event operator must make arrangements to use their own equipment, rent it from Conferences and Events Services, or rent it from a vendor. LMU will not allow use of its portable sound system for non-LMU Athletics events. Further, any sound used at an event must adhere to the LMU Athletics Outdoor Sound policy. LMU Athletics reserves the right to restrict use of sound at any event, regardless of the reason.

Lighting

Lighting may not be used in the LMU Batting Cage for any reason. Any request for approval of an event occurring in the venue that may require additional lighting will be denied.

Electrical

If additional equipment is needed to support any non-athletic event, an electrician from LMU Facilities Maintenance must be consulted prior to approval of the event. The event operator agrees in advance to adhere to any requirement and to pay all fees as deemed necessary by the institutional electrician.

SMITH FIELD (Softball)

- Requests for all non-LMU Athletics events will not be considered until all practice and competition schedules are finalized for the softball team, both during the Fall and Spring seasons.
- The Assistant Director of Grounds at LMU and the LMU Director of the Athletics Facilities reserve the right to deny any event – even after it has been approved and contracted, from occurring for any reason at any time (e.g. inclement weather, field damage, etc.).
- Generally speaking, all requests for non-LMU Athletics events will be highly discouraged during the traditional NCAA softball season as defined from February 1 through July 15. The field may be requested for use any other day of the year subject to availability.
- LMU Club and Intramural teams may not use Smith Field for any reason. All requests by LMU Club or Intramural teams or individuals for use of Smith Field will be denied.
- A strict hypersensitivity will be present relative to any use of the facility. All events, whether they are LMU Community or non-University sponsored, will be subject to a heightened sensitivity of the condition of the field, and must demonstrate an absolute need to host the event.
- All other events will be restricted for approval by the Associate Director of Athletics for Internal Operations and approvals will be based on availability.
- Field preparations must be performed by the LMU Assistant Director of Grounds and the Director will determine all costs associated with preparing the facility for use (e.g. grass preparation, field lining, etc.). The event operator agrees in advance to pay all costs as determined by the Assistant Director of Grounds.
- No vehicle of any type may not be driven or parked on the field at any time for any reason.
- Pepper may not be played in or around the facility at any time.
- Events may not begin before 8 am and must conclude by sunset.
- At the conclusion of the event, the event operator is responsible for picking up all loose trash and debris from the field and dugouts, and the seating areas.
- The event operator is responsible for anything that may occur at or as a result of its event that causes damage or discomfort in the local and surrounding neighborhoods (e.g. errant balls, foul balls, excessive noise, misbehavior, etc.).
- All events must adhere to the strict LMU Athletics Outdoor Sound policy.
- No equipment of any kind may be left on the field overnight. There are no exceptions to this policy.
- Athletics reserves the right to restrict use of all technical equipment. Any use of technical equipment must involve Athletics Department designated individuals who are assigned for their oversight. Fees will be charged for their services.
- No adhesives may be used.
- Food and beverage will be subject to restrictions.
- No helium balloons.
- No Gum.
- Setup and Breakdown requirements include:
 - Most events require at least two hours of set up time and two hours of breakdown/cleanup time. Depending on the specifications of the event, we may require more or less time for setup and breakdown/cleanup. Fees for these services will be determined based on those specifications and requirements.
 - For all events, additional fees for custodial service will be determined and applied to the rental agreement at the discretion of LMU Athletics and in consultation with Facilities Maintenance. Any event that includes pre-approved food service or concessions operations will require additional custodial fees. For events that do not include food service or concessions operations, custodial service fees will be determined based on the type of event and the number of participants.
- Fire Code Regulations:
 - ✓ Maximum Capacity is 340.
 - ✓ Gateway entrance and exits may not be blocked.

Sound

If sound is requested for use at an event, no other sound system may be used other than the house system. However, LMU Athletics reserves the right to deny use of sound for any event, regardless of the reason. If sound is approved, the event operator agrees in advance to pay a fee for use of the system and must adhere to the LMU Athletics Outdoor Sound policy.

Lighting

Lighting may not be used at Smith Field for any reason. Any request for approval of an event occurring in the venue that may require additional lighting will be denied.

Electrical

If additional equipment is needed to support any non-athletic event, an electrician from LMU Facilities Maintenance must be consulted prior to approval of the event. The event operator agrees in advance to adhere to any requirement and to pay all fees as deemed necessary by the institutional electrician.

THOMAS HIGGINS, S.J. SHORT GAME CENTER (Golf)

- Requests for all non-LMU Athletics events will not be considered until all practice and competition schedules are finalized for the men's golf team, both during the Fall and Spring seasons.
- The Assistant Director of Grounds at LMU and the LMU Director of the Athletics Facilities reserve the right to deny any event – even after it has been approved and contracted, from occurring for any reason at any time (e.g. inclement weather, green or bunker damage, etc.).
- Generally speaking, all requests for non-LMU Athletics events will be highly discouraged during the academic year as defined from August 25 through May 15. The golf center may be requested for use any other day of the year subject to availability.
- LMU Club and Intramural teams may not use the Higgins Golf Center for any reason. All requests by LMU Club or Intramural teams or individuals for use of the Golf Center will be denied.
- A strict hypersensitivity will be present relative to any use of the facility. All events, whether they are LMU Community or non-University sponsored, will be subject to a heightened sensitivity of the condition of the green and bunkers, and must demonstrate an absolute need to host the event.
- All other events will be restricted for approval by the Associate Director of Athletics for Internal Operations and approvals will be based on availability.
- Facility preparations must be performed by the LMU Assistant Director of Grounds and the Director will determine all costs associated with preparing the facility for use (e.g. green preparation, bunker preparation, etc.). The event operator agrees in advance to pay all costs as determined by the Assistant Director of Grounds.
- No vehicle of any type may not be driven or parked on the field at any time for any reason.
- Bikes may not be ridden in or around the facility at any time.
- Pepper may not be played in or around the facility at any time.
- Events may not begin before 8 am and must conclude by sunset.
- At the conclusion of the event, the event operator is responsible for picking up all loose trash and debris from the facility.
- The event operator is responsible for anything that may occur at or as a result of its event that causes damage or discomfort in the local and surrounding neighborhoods (e.g. errant balls, excessive noise, misbehavior, etc.).
- All events must adhere to the strict LMU Athletics Outdoor Sound policy.
- No equipment of any kind may be left on the field overnight. There are no exceptions to this policy.
- Athletics reserves the right to restrict use of all technical equipment. Any use of technical equipment must involve Athletics Department designated individuals who are assigned for their oversight. Fees will be charged for their services.
- No adhesives may be used.
- Food and beverage will be subject to restrictions.
- No helium balloons.
- No Gum.
- Setup and Breakdown requirements include:
 - Most events require at least two hours of set up time and two hours of breakdown/cleanup time. Depending on the specifications of the event, we may require more or less time for setup and breakdown/cleanup. Fees for these services will be determined based on those specifications and requirements.
 - For all events, additional fees for custodial service will be determined and applied to the rental agreement at the discretion of LMU Athletics and in consultation with Facilities Maintenance. Any event that includes pre-approved food service or concessions operations will require additional custodial fees. For events that do not include food service or concessions operations, custodial service fees will be determined based on the type of event and the number of participants.
- Fire Code Regulations:
 - ✓ Maximum Capacity is 80 for non-sporting events. Use of the facility for golf activities is restricted to a capacity of 30.
 - ✓ Gateway entrance and exits may not be blocked.

Sound

If sound is requested and approved for use at an event, the event operator must make arrangements to use their own equipment, rent it from Conferences and Events Services, or rent it from a vendor. LMU will not allow use of its portable sound system for non-LMU Athletics events. Further, any sound used at an event must adhere to the LMU Athletics Outdoor Sound policy. LMU Athletics reserves the right to restrict use of sound at any event, regardless of the reason.

Lighting

Lighting may not be used at the Higgins Golf Center for any reason. Any request for approval of an event occurring in the venue that may require additional lighting will be denied.

Electrical

If additional equipment is needed to support any non-athletic event, an electrician from LMU Facilities Maintenance must be consulted prior to approval of the event. The event operator agrees in advance to adhere to any requirement and to pay all fees as deemed necessary by the institutional electrician.

LMU TENNIS CENTER

- Requests for all non-LMU Athletics events will not be considered until all practice and competition schedules are finalized for the men's and women's tennis teams, both during the Fall and Spring seasons.
- The Associate Director of Athletic for Internal Operations, the LMU Director of the Athletics Facilities, and the LMU Director of Tennis/Head Women's Tennis Coach reserve the right to deny any event – even after it has been approved and contracted, from occurring for any reason at any time (e.g. inclement weather, facility damage, etc.).
- Generally speaking, all requests for non-LMU Athletics events will be highly discouraged during the Fall and Spring tennis seasons as defined from September 1 through June 1. The tennis courts (courts 1-6) may be requested for use any other day of the year subject to availability.
- LMU Club and Intramural teams may not use LMU Tennis Center for any reason. All requests by LMU Club or Intramural teams or individuals for use of The LMU Tennis Center will be denied.
- A strict hypersensitivity will be present relative to any use of the facility. All events, whether they are LMU Community or non-University sponsored, will be subject to a heightened sensitivity of the condition of the courts, and must demonstrate an absolute need to host the event.
- All other events will be restricted for approval by the Associate Director of Athletics for Internal Operations and approvals will be based on availability.
- No vehicle of any type may not be driven or parked on the field at any time for any reason.
- Use and skateboards, bicycles, or anything motorized on the courts is strictly prohibited.
- Pepper may not be played in or around the facility at any time.
- Events may not begin before 8 am and must conclude by 10 pm.
- At the conclusion of the event, the event operator is responsible for picking up all loose trash and debris in and around the facility.
- The event operator is responsible for anything that may occur at or as a result of its event that causes damage or disruption in the local and surrounding neighborhoods (e.g. errant balls, excessive noise, misbehavior, etc.).
- All events must adhere to the strict LMU Athletics Outdoor Sound policy.
- No equipment of any kind may be left on the field overnight. There are no exceptions to this policy.
- Athletics reserves the right to restrict use of all technical equipment. Any use of technical equipment must involve Athletics Department designated individuals who are assigned for their oversight. Fees will be charged for their services.
- No adhesives may be used.
- Food and beverage will be subject to restrictions.
- No helium balloons.
- No Gum.
- Setup and Breakdown requirements include:
 - Most events require at least two hours of set up time and two hours of breakdown/cleanup time. Depending on the specifications of the event, we may require more or less time for setup and breakdown/cleanup. Fees for these services will be determined based on those specifications and requirements.
- For all events, additional fees for custodial service will be determined and applied to the rental agreement at the discretion of LMU Athletics and in consultation with Facilities Maintenance. Any event that includes pre-approved food service or concessions operations will require additional custodial fees. For events that do not include food service or concessions operations, custodial service fees will be determined based on the type of event and the number of participants.
- Fire Code Regulations:
 - ✓ Maximum Capacity is 200.
 - ✓ Gateway entrance and exits may not be blocked.

Sound

If sound is requested and approved for use at an event, the event operator must make arrangements to use their own equipment, rent it from Conferences and Events Services, or rent it from a vendor. LMU will not allow use of its portable sound system for non-LMU Athletics events. Further, any sound used at an event must adhere to the LMU Athletics Outdoor Sound policy. LMU Athletics reserves the right to restrict use of sound at any event, regardless of the reason.

Lighting

Lighting, in addition to what exists, may not be used at the LMU Tennis Center for any reason. Any request for approval of an event occurring in the venue that may require additional lighting will be denied.

Electrical

If additional equipment is needed to support any non-athletic event, an electrician from LMU Facilities Maintenance must be consulted prior to approval of the event. The event operator agrees in advance to adhere to any requirement and to pay all fees as deemed necessary by the institutional electrician.

FOUNDERS ROOM

- LMU Athletics has priority in scheduling use of the Founders Room.
- Requests for use of the Founders Room by non-LMU Athletics groups or organizations may be made at any time during the year, but are subject to availability.
- Events may not begin before 8 am and must conclude by 10 pm.
- Event operator must be onsite prior to, during, and after event concludes.
- At the conclusion of the event, the event operator is responsible for picking up all loose trash and debris in and around the facility.
- At the conclusion of the event, the event operator is responsible for re-setting the room to its original condition (return chairs to their proper places, turn off lights and all technology located in the room that is used must be powered off).
- Meeting guests must be considerate of the adjacent offices and keep noise to a minimum.
- The event operator is responsible for anything that may occur at or as a result of its event that causes damage or disruption in the local and surrounding neighborhoods (e.g. excessive noise, misbehavior, etc.).
- No equipment of any kind may be left in the room overnight. There are no exceptions to this policy.
- Athletics reserves the right to restrict use of all technical equipment. Any use of technical equipment must involve Athletics Department designated individuals who are assigned for their oversight. Fees will be charged for their services.
- No adhesives may be used.
- Food and beverage will be subject to restrictions.
- No Gum.
- Setup and Breakdown requirements include:
 - Most events require at least two hours of set up time and two hours of breakdown/cleanup time. Depending on the specifications of the event, we may require more or less time for setup and breakdown/cleanup. Fees for these services will be determined based on those specifications and requirements.
 - Any special equipment needed for use in the room must be coordinated with the LMU Director of Athletics Facilities. The event operator will be responsible for supervising delivery, setup, and pickup of all equipment. All vendors must be approved in advance by the LMU Director of Facilities.
 - If event operator uses Sodexho food services, the operator must be onsite at time of delivery and must ensure that Sodexho picks up all items at conclusion of event.
 - For all events, additional fees for custodial service will be determined and applied to the rental agreement at the discretion of LMU Athletics and in consultation with Facilities Maintenance. Any event that includes pre-approved food service or concessions operations will require additional custodial fees. For events that do not include food service or concessions operations, custodial service fees will be determined based on the type of event and the number of participants.
- Fire Code Regulations:
 - ✓ Maximum Capacity is 84 for standing events – 55 for seated events.
 - ✓ Gateway entrance and exits may not be blocked.

Scheduling Instructions

- Reservations must be made by completing the Athletics Facilities – Request for Use Form.
- The completed form must be provided to June D’Amour in the Athletics Department via email at jdamour@lmu.edu, or by fax at ext. 85915.
- June D’Amour will provide a confirmation of use of the room to the requested staff member and will place the reservation on the calendar that is posted outside the room – or will notify the staff member of denial of the request.
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Sound

If sound is requested and approved for use at an event, the event operator must make arrangements to use their own equipment, rent it from Conferences and Events Services, or rent it from a vendor. LMU will not allow use of its portable sound system for non-LMU Athletics events. Further, any sound used at an event must adhere to the LMU Athletics Sound policy. LMU Athletics reserves the right to restrict use of sound at any event, regardless of the reason.

Lighting

Any event occurring in the Founders Room that requires additional lighting must be approved in advance by the Associate Director of Athletics for Internal Operations or the LMU Director of Athletics facilities. Further, the event operator must also receive approval of their desired vendor, and the vendor is required to attend the pre and post site inspection meeting. LMU Athletics reserves the right to deny use of any vendor for any reason.

Electrical

If additional equipment is needed to support any non-athletic event, an electrician from LMU Facilities Maintenance must be consulted prior to approval of the event. The event operator agrees in advance to adhere to any requirement and to pay all fees as deemed necessary by the institutional electrician.

ADG CONFERENCE ROOM – LIONS ATHLETIC CENTER

- LMU Athletics has priority in scheduling use of the ADG Conference Room.
- Requests for use of the ADG Conference Room by non-LMU Athletics groups or organizations may be made at any time during the year, but are subject to availability.
- Events may not begin before 8 am and must conclude by 10 pm.
- At the conclusion of the event, the event operator is responsible for picking up all loose trash and debris in and around the facility.
- At the conclusion of the event, the event operator is responsible for re-setting the room to its original condition (return chairs to their proper places, turn off lights and all technology located in the room that is used must be powered off).
- Meeting guests must be considerate of the adjacent offices and keep noise to a minimum.
- The event operator is responsible for anything that may occur at or as a result of its event that causes damage or disruption in the local and surrounding neighborhoods (e.g. excessive noise, misbehavior, etc.).
- No equipment of any kind may be left in the room overnight. There are no exceptions to this policy.
- Athletics reserves the right to restrict use of all technical equipment. Any use of technical equipment must involve Athletics Department designated individuals who are assigned for their oversight. Fees will be charged for their services.
- No adhesives may be used.
- Food and beverage will be subject to restrictions.
- No Gum.
- Setup and Breakdown requirements include:
 - Most events require at least two hours of set up time and two hours of breakdown/cleanup time. Depending on the specifications of the event, we may require more or less time for setup and breakdown/cleanup. Fees for these services will be determined based on those specifications and requirements.
 - For all events, additional fees for custodial service will be determined and applied to the rental agreement at the discretion of LMU Athletics and in consultation with Facilities Maintenance. Any event that includes pre-approved food service or concessions operations will require additional custodial fees. For events that do not include food service or concessions operations, custodial service fees will be determined based on the type of event and the number of participants.
- Fire Code Regulations:
 - ✓ Maximum Capacity is 150 for standing events – 80 for seated events.
 - ✓ Gateway entrance and exits may not be blocked.

Scheduling Instructions

- Reservations must be made by completing the Athletics Facilities – Request for Use Form.
- The completed form must be provided to June D’Amour in the Athletics Department via email at jdamour@lmu.edu, or by fax at ext. 85915.
- June D’Amour will provide a confirmation of use of the room to the requested staff member and will place the reservation on the calendar that is posted outside the room – or will notify the staff member of denial of the request.
-

Sound

If sound is requested and approved for use at an event, the event operator must make arrangements to use their own equipment, rent it from Conferences and Events Services, or rent it from a vendor. LMU will not allow use of its portable sound system for non-LMU Athletics events. Further, any sound used at an event must adhere to the LMU Athletics Sound policy. LMU Athletics reserves the right to restrict use of sound at any event, regardless of the reason.

Lighting

Any event occurring in the ADG Conference Room that requires additional lighting must be approved in advance by the Associate Director of Athletics for Internal Operations or the LMU Director of Athletics facilities. Further, the event operator must also receive approval of their desired vendor, and the vendor is required to attend the pre and post site inspection meeting. LMU Athletics reserves the right to deny use of any vendor for any reason.

Electrical

If additional equipment is needed to support any non-athletic event, an electrician from LMU Facilities Maintenance must be consulted prior to approval of the event. The event operator agrees in advance to adhere to any requirement and to pay all fees as deemed necessary by the institutional electrician.

CONFERENCE ROOM B – LIONS ATHLETIC CENTER

- LMU Athletics has priority in scheduling use of the Conference Room B.
- Requests for use of Conference Room B by non-LMU Athletics groups or organizations may be made at any time during the year, but are subject to availability.
- Events may not begin before 8 am and must conclude by 10 pm.
- At the conclusion of the event, the event operator is responsible for picking up all loose trash and debris in and around the facility.
- At the conclusion of the event, the event operator is responsible for re-setting the room to its original condition (return chairs to their proper places, turn off lights and all technology located in the room that is used must be powered off).
- Meeting guests must be considerate of the adjacent offices and keep noise to a minimum.
- The event operator is responsible for anything that may occur at or as a result of its event that causes damage or disruption in the local and surrounding neighborhoods (e.g. excessive noise, misbehavior, etc.).
- No equipment of any kind may be left in the room overnight. There are no exceptions to this policy.
- Athletics reserves the right to restrict use of all technical equipment. Any use of technical equipment must involve Athletics Department designated individuals who are assigned for their oversight. Fees will be charged for their services.
- No adhesives may be used.
- Food and beverage will be subject to restrictions.
- No Gum.
- Setup and Breakdown requirements include:
 - Most events require at least two hours of set up time and two hours of breakdown/cleanup time. Depending on the specifications of the event, we may require more or less time for setup and breakdown/cleanup. Fees for these services will be determined based on those specifications and requirements.
 - For all events, additional fees for custodial service will be determined and applied to the rental agreement at the discretion of LMU Athletics and in consultation with Facilities Maintenance. Any event that includes pre-approved food service or concessions operations will require additional custodial fees. For events that do not include food service or concessions operations, custodial service fees will be determined based on the type of event and the number of participants.
- Fire Code Regulations:
 - ✓ Maximum Capacity is 20.
 - ✓ Gateway entrance and exits may not be blocked.

Scheduling Instructions

- Reservations must be made by completing the Athletics Facilities – Request for Use Form.
- The completed form must be provided to June D’Amour in the Athletics Department via email at jdamour@lmu.edu, or by fax at ext. 85915.
- June D’Amour will provide a confirmation of use of the room to the requested staff member and will place the reservation on the calendar that is posted outside the room – or will notify the staff member of denial of the request.

Sound

If sound is requested and approved for use at an event, the event operator must make arrangements to use their own equipment, rent it from Conferences and Events Services, or rent it from a vendor. LMU will not allow use of its portable sound system for non-LMU Athletics events. Further, any sound used at an event must adhere to the LMU Athletics Sound policy. LMU Athletics reserves the right to restrict use of sound at any event, regardless of the reason.

Lighting

Any event occurring in Conference Room B that requires additional lighting must be approved in advance by the Associate Director of Athletics for Internal Operations or the LMU Director of Athletics facilities. Further, the event operator must also receive approval of their desired vendor, and the vendor is required to attend the pre and post site inspection meeting. LMU Athletics reserves the right to deny use of any vendor for any reason.

Electrical

If additional equipment is needed to support any non-athletic event, an electrician from LMU Facilities Maintenance must be consulted prior to approval of the event. The event operator agrees in advance to adhere to any requirement and to pay all fees as deemed necessary by the institutional electrician.

BURNS AQUATICS CENTER

Specific requests for use of the Burns Aquatics Center must be performed through the Director or Assistant Director of Campus Recreation. LMU Athletics has no jurisdiction or ability to schedule the facility other than to request time for practice and competition for the men's and women's water polo and women's swimming teams.