Health Sciences Division
Event Planning and Coordination
Room/Event Space Scheduling Principles

1.) <u>Define Type of Event Being Requested</u>

- o Requester must confirm the following critical information before submitting a formal request in the Room Scheduler Application (questions-please contact EdTechSupport@luc.edu or x65992)

    - Purpose of Event
    - Size of Group/Attendees
    - Type of Group
        - Internal
        - External Affiliated*
        - External*
    - Identify primary department and contact person responsible for event
    - Catering services required* (Please refer to Alcohol on Campus Policy)
    - Room setup/events furniture required
    - AV services required
    - Security, Parking, and/or Facilities services required

    *Events classified as External Affiliated/External must be coordinated with HSD Conference Services HSDConferences@luc.edu (please refer to https://hsd.luc.edu/conference/ for more information)

2.) <u>Use of Room Scheduler Application and Space Consultation</u>

- o Once requestor has confirmed event requirements, a formal request must be submitted in the Room Scheduler System in the Loyola.Wired (https://portal.luhs.org – select Room Scheduler)

- o The minimum/maximum occupancy for each space is noted in the Room Scheduler, in compliance with fire code regulations; submissions are automatically rejected if occupancy exceeds fire code

- o Use of spaces have to be fully approved in Room Reservations Application before requestor uses the room(s)

- o There is a 6 month reservation limit for non-class event requests due to the limited amount of available space on campus

- o The following spaces have specified room use criteria:

    - ▪ 2nd and 4th Floor Interaction Spaces of CTRE can be used for:
        - Internal departments for small social gatherings
        - Academic (internal Research and Education Focused) Events
        - Advancement and/or Presidential Events

        *Requests outside of this criteria will require Provost Approval

    - ▪ SSOM Alumni Center 196 can be used for:
        - Provost or Dean Events ONLY

        *Requests outside of this criteria will require Provost Approval

3.) <u>Confirm Campus Support Services are Available to fulfill Request(s)</u>

- o Once requestor receives confirmation email of approved event and space, **requestor is responsible** for contacting the following support services directly (fees may apply):

    - ▪ Marketing and Communications: Erinn (econnor1@luc.edu) must be contacted for advertising event to community – no invitations or notifications of any kind can be distributed without UMC's approval (https://hsd.luc.edu/communications/resources/)
    - ▪ Administration: Rus Pascual (epascu1@luc.edu) and/or Iris Colon (icolon@luc.edu) for use of 11x17 wayfinding sign stands and template print outs
    - ▪ Catering Services: HandCut Foods (loyolahsd@handcutfoods.com) x68677 for food, beverage, and linens support
    - ▪ Housekeeping: Able Services (Loyola.hsd@ableserve.com) x68156
        - TMA Work Order (luc.edu/facilities/forms/servicerequestforhsc) for tables, chairs, stage, etc. room setup
    - ▪ EdTech: (EdTechSupport@luc.edu) x65992 for AV Support
    - ▪ Security and Parking Department for larger groups
        - Security Tom Murray (Tom.Murray001@luhs.org) x69077
        - Valet Parking Ana Quezada (ana.quezada@healthparkhospitality.com) 847-842-8366
        - Parking Garages John Paulus (JOPAULUS@lumc.edu) x68840
    - ▪ Facilities: (HSDFacilities@luc.edu)
        - TMA Work Order (luc.edu/facilities/forms/servicerequestforhsc) for electrical, temperature controls, other building related/infrastructure support

<u>Alcohol on Campus Policy</u>

Please remember that for any event on campus where alcohol is served you must purchase all beer, wine, and spirits from a catering service such as our food service provider Handcut Foods. That caterer must provide a licensed bartender to serve at your event. Alcohol may only be served after 4 p.m. and under no circumstances can you bring in your own alcohol for any event at any time on campus. Please remind your staff and students of this policy. Please contact Rus Pascual for approval.