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

1.) Define Type of Event Being Requested
   o Requester must confirm the following critical information before submitting a formal request in
     the Room Scheduler Application
     ▪ Purpose of Event
     ▪ Size of Group/Attendees
     ▪ 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

2.) Use of Room Scheduler Application and Space Consultation
   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
     ▪ Special or conference services related event requests require approval from Nancy
       Parolin or Designate
       • 2nd and 4th Floor Interaction Spaces of CTRE for Advancement or Presidential
         Events ONLY. Any other functions in these spaces require Provost Approval

3.) Confirm Campus Support Services are Available to fulfill Request(s)
   o Once requestor receives confirmation email of approved event and space, requestor is
     responsible for contacting the following support services directly:
     ▪ UMC: Megan and Erinn must be contacted for advertising event to community – no
       invitations or notifications of any kind can be distributed without UMC’s approval
     ▪ 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 Joe 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

Alcohol on Campus Policy

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.