

**LOYOLA UNIVERSITY NEW ORLEANS
COLLEGE OF LAW
STUDENT AFFAIRS**

**EVENT PLANNING AT
LOYOLA UNIVERSITY NEW ORLEANS
COLLEGE OF LAW**

Updated: 10/29/09

To ensure smooth, relatively stress-free event planning, the following guide is offered to assist you on your journey. After reading the following guide, if you have any questions or concerns, please do not hesitate to contact Kathleen B. Breaux for assistance at kbreaux@loyno.edu or at (504) 861-5761. Happy planning!

Stephanie W. Jumonville
Associate Dean of Students
(504) 861-5438
sjumon@loyno.edu

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EVENT PLANNING IN THE LAW SCHOOL

6 months to three weeks in advance . . .

1. **If you are planning an event at the law school**, the first item on your agenda should be to contact Kathleen Breaux, Dean Jumonville's Assistant, in the Law Dean's Suite, LS 351, 861-5761, and ask her to check your date(s) against the master calendar for available dates for your event. Once you know which dates are available, then it's time for you to . . .
2. Contact Elaine Brooks, in the Law Records Office, LS 349, and submit the completed Room Reservation Form (see Form #1). If there is an available room, this information is entered in the computer, and your room will be reserved in your organization's name. Be sure and keep your Room Confirmation Form that Ms. Brooks will give you for future confirmation reference. At this point, Ms. Brooks will contact Kathleen Breaux who will enter your event onto the law school's Master Calendar.

Now on to the next step . . .

Three to Four Weeks in Advance . . .

3. If serving alcohol at event, you are required to fill out University Police Detail Form (See Form #3) and submit it to Andy Piacun, Budget Director, in LS 351 E for budget information and his signature; thereafter, fax to University Police at Ext. 3454 and give Mr. Piacun a copy. Please keep in mind that University Police require a ten (10) day advance notice for all detail requests, so begin this process well in advance to allow enough time! The hourly fee jumps significantly (from \$38.00/hour/officer/3 hour minimum) if the notice is submitted late. If serving alcoholic beverages, then refer to the University's Alcoholic Policy sheet, (See Form #6), which details the university's requirements for serving alcoholic beverages on campus. Number of guests will determine the number of University Police officers who need to be hired for event.

Two to Three Weeks in Advance

4. It's now time to fill out, fax and copy two Job Request Forms (Form #4), if you need extra tables, chairs, trash receptacles, access to the outdoor water faucets, or furniture moved. You will have to draw a sketch on the Job Request Form detailing exactly where you want tables and chairs set up. This form **must** be signed by either Dean Jumonville or Ms. Breaux, in the Dean's Suite, and then faxed to 864-7099. (Ms. Breaux will be happy to fax form to the main campus for you). A second Job Request Form must be filled out and faxed at the same time requesting tables, chairs and trash receptacles be returned to the proper storage location. (Do not assume that this equipment will automatically be returned!)
5. Many of the organizations will provide their own food and drink for their meetings or small receptions, or the group might only order pizza. This will be the case most often. Following your meeting or reception, each group is responsible for room clean-up - empty pizza boxes and drink cans must be properly disposed of before leaving. NO EXCUSES.

If, however, your on-campus event is catered, and if you anticipate a bill in excess of \$500, then you must always get a comparison bid from Loyola Dining Services. In addition, you must make arrangements to clean-up after the event. Some caterers will provide this service for you, and others will not. Do not leave the building until the room has been cleaned, since the room will likely be needed first thing in the morning for either classes or another meeting.

6. If your event involves a speaker, then you need to see Kathleen Breaux in the Dean's Suite for the possibility of a complimentary parking pass for him/her. If this is an after hours event, and you expect a large attendance, please inform Ms. Breaux as she may be able to work with the university's Parking Office in an effort to relax parking regulations.
7. If you would like to publicize your event throughout the law school, it is suggested that you email Peter McArdle at <pfmcardl@loyno.edu> with a brief description of the event time, place and other event details to be placed on the video bulletin board a week before the event. You may also want to consider placing small flyers in the two main elevators as well as on the

bulletin board on the 1st floor outside of the Law Clinic. Due to fire code regulations, flyers are not allowed to be placed anywhere else in the building.

8. **If your event is cancelled**, please fill out two Room Cancellation Forms (see Form #2) and give one to Elaine Brooks in Law Records and one to Kathleen Breaux, Dean Jumonville's Assistant, so the reserved room can be released for someone else's event. You must also notify caterers in writing and by telephone or you will be responsible for payment of the bill. Fax another Job Request Form (Form #4) to Physical Plant letting them know of the change. Contact University Police to cancel the police detail (Form #3). Contact Peter McArdle to replace the Video Bulletin Board message to reflect the change. Finally, remove the flyers throughout law school.
9. While the law school and university will try to help you with your events, whether small meetings or large presentations, please keep in mind that each organization is solely responsible for its events.

EVENT PLANNING FOR LAW BUILDING **QUICK CHECK LIST**

- ___1. Contact Kathleen Breaux, Dean Jumoville's Assistant, to check master calendar

- for date availability. (<kbreaux@loyno.edu> or 861-5761).
- ___ 2. Contact Elaine Brooks in Law Records to reserve room for event. (<ebrooks@loyno.edu> or 861-5557).
 - ___ 3. If serving alcohol, fill out Police Detail Form (Form #3) and submit to Budget Director in dean's suite, then fax to University Police (Fax # 865-3454).
 - ___ 4. Job Request Forms faxed to Physical Plant on main campus (Form #4)(Fax. # 864-7099)
 - ___ 5. If catering an on-campus event, and if the catering bill exceeds \$500, Loyola Dining Services must be allowed to bid on event. Contact them at 865-2117.
 - ___ 6. If guest speaker involved with event, see Kathleen Breaux (<kbreaux@loyno.edu> or 861-5761) for possible complimentary parking pass. (If an after hours event will draw large crowds, see Kathleen Breaux about possibility of relaxation of parking regulations.)
 - ___ 7. Contact Peter McArdle about video bulletin board (VBB) announcements at least one week before event <pfmcardl@loyno.edu>.
 - ___ 8. Place flyers in elevators and 1st floor bulletin board. (NOWHERE ELSE)

If you cancel your event:

- ___ 11.* Contact Elaine Brooks in Law Records and Kathleen Breaux, Dean Jumonville's Assistant, in the dean's suite, and cancel reserved room.
- ___ * Contact Peter McArdle (pfmcardl@loyno.edu) and submit Video Bulletin Board message to reflect cancellation, if necessary.
- ___ * Contact caterers by telephone and in writing.
- ___ * Fax another Job Request Form to Physical Plant and notify them of your change of plans.
- ___ * Contact University Police and cancel the police detail by telephone at 865-3434 and by fax at 865-3454.
- ___ * Remove flyers throughout the law school.

If you haven't lost your mind yet, take a well deserved break!!!

EVENT PLANNING ON GREENVILLE LAWN

- 1. Although there are no official reservations required for the Greenville lawn, it is suggested as a courtesy that you contact the Assistant to the Vice President of Institutional Advancement, at Ext. 5432 and let him/her know

about your plans and the date you need. If anyone else attempts to use Greenville lawn, there will be someone who is aware of your plans to use it and they will inform the other party of your intentions.

2. If event is catered, and if you anticipate a bill over \$500, then you must always get a comparison bid from Loyola Dining Services. In addition, you must make arrangements to clean-up after the event. Some caterers will provide this service for you, and others will not. Do not leave the area until everything has been cleaned and the trash bags brought to the dumpster in the area located directly across the street from the law school entrance. If you prefer to order pizzas, be sure to have payment ready when delivery is made and that empty pizza boxes and drink cans have been properly disposed of before leaving. You are free to bring in your own food, but again the cleanup is your responsibility.
3. If event involves a speaker, then you need to see Kathleen Breaux in the Dean's Suite for the possibility of a complimentary parking pass for him/her. If this is an after hours event, and you expect a large attendance, please inform Ms. Breaux as she may be able to work with university's Parking Office in an effort to relax parking regulations.
4. If you would like to publicize your event throughout the law school, it is suggested that you email Peter McArdle at <pfmcardl@loyno.edu> with a brief description of the event time, place and other event details to be placed on video bulletin board a week before your event. You may also want to consider placing small flyers in both elevators as well as on the 1st floor bulletin board. Due to fire code regulations, flyers are not allowed to be placed anywhere else in building. Always remember to only use the blue masking tape that is available in LS 351 to attach your flyers to the elevator walls.
5. **If your event is cancelled**, please notify the Assistant to the Vice President at Ext. 5432 as well as Kathleen Breaux, Dean Jumonville's Assistant, so the calendar reflects the cancellation. You must also notify caterers in writing and by telephone. Fax another Job Request Form (Form #4) to Physical Plant letting them know of the change. Contact University Police to cancel the police detail (Form #3). Contact Peter McArdle to replace the Video Bulletin Board message to reflect change. Finally, remove the flyers

throughout the law school.

EVENT PLANNING IN DUNBAR'S . . .

1. Contact Ms. Dunbar at 861-5451 to inquire about the availability of Dunbar's for your event. After the event, you must clean up everything, wipe down the tables, put the chairs back in their original spots and place the trash bags in the dumpster that is located in the fenced area to the left of the

BAC entrance.

2. Refer to the next page (page 11) for the quick checklist of items that you need to be aware of when planning an event at Dunbar's.

ON-CAMPUS EVENT PLANNING IN DUNBAR'S
QUICK CHECK LIST

- ___ 1. Contact Ms. Dunbar at 861-5451 to check for room availability.
- ___ 2. If serving alcohol, fill out Police Detail Form (Form #3) and submit to Andy Piacun in Dean's Suite.

- ___ 3. Fill out Job Request Forms (Form # 4) and have Dean Jumonville or Kathleen Breaux initial them for you and Kathleen will fax them.
- ___ 4. If catering event, and if catering bill exceeds \$500, Loyola Dining Services must be allowed to bid on the event (865-2127). As a courtesy, it is strongly suggested that you at least request a bid from Ms. Dunbar also.
- ___ 5. If you're having a speaker, see Kathleen Breaux for a possible complimentary parking pass. If an after hours event will draw large crowds, see Kathleen Breaux about possible relaxation of university parking regulations.
- ___ 6. Contact Peter McArdle about video bulletin board announcements at least one week before event. (<pfmcardl@loyno.edu>)
- ___ 7. Place flyers in both elevators & on 1st floor bulletin board.
- ___ 8. **If your event is cancelled:**
 - ___ Contact Kathleen Breaux, Dean Jumonville's Assistant, in the dean's suite.
 - ___ Contact Ms. Dunbar at 861-5451.
 - ___ Contact caterers by telephone and in writing.
 - ___ Fax another Job Request Form (Form # 4) to Physical Plant to notify them of your change of plans.
 - ___ Contact University Police and cancel the police detail. (Form # 3)
 - ___ Contact Peter McArdle to replace the Video Bulletin Board message to reflect the change, and also inform Kathleen Breaux of cancellation.
 - ___ Remove flyers from elevators and from 1st floor bulletin board.

OFF-CAMPUS EVENTS WITH ALCOHOL

- A party is defined as any social function including 10 or more people which the organization sponsors on or off campus where alcohol is involved.
- The sponsor assumes responsibility for proper planning of the event, the conduct/behavior of guests, and that all city, state, and federal

laws, and all university policies, as well as applicable national organizational policies and standards are upheld.

- Alcohol cannot be explicitly or implicitly implied in advertisements for the event. (However, it should be made clear food and alternative beverages will be available.) An open bar is permissible for two hours only. If only beer and wine are served, the bar can be open for three hours. Beyond this, permission from the Associate Dean of Students is needed.

The following are required:

- Nonalcoholic beverages other than water must be available and equally prominent.
- Substantive types of food must be available. (Not just snack foods).
- No drinking games or “shots” are permitted.
- Servers of alcohol must practice appropriate server intervention techniques with guests who appear intoxicated.
- Distribution of alcohol should be stopped one-half hour prior to the written, scheduled ending time of the event.

Off Campus Event Registration

All information is required in order to register the event.

Sponsoring Organization or Department _____

Name: _____ Today's Date: _____

Email: _____ Phone: _____

Title or brief description of activity. If a fund raiser, include prizes offered.

Event Date: _____ Event Location: _____

Start Time: _____ End Time: _____

Expected Attendance: _____ By Invitation Only? Yes ___ No ___ (If yes, submit guest list by 5:00 p.m. Friday or day of event, whichever is earlier.)

Entertainment: _____ Food Served: _____

Cover Charge Price: _____ Plans for clean up: _____
(Charge may not be used to recoup or pay for alcohol. Charge may not include "all you can drink.")

Event Information (check all that apply)

- Non-Alcoholic Event
- Event with Alcohol*
 - Party
 - Reception
- Fund raiser

No raffle tickets may be distributed under the auspices of Loyola University or in such a manner to indicate the university is sponsoring this program. Raffle tickets should indicate that the price is a donation and does not appear as a sale price on the face of the ticket. Distribution is limited to on-campus and for Loyola community members.

If in conjunction with a Retail Vendor, vendor must complete Retail Vendor Agreement.

Third Party Vendor Contract

All information is required in order to register an event with a third party vendor.

This Contract dated _____ is between _____ hereinafter called "Sponsor" and _____ hereinafter called "Vendor."

General Terms:

Vendor agrees to allow Sponsor to use Vendor's premises and or services for a private event on _____ (date) beginning at _____ (start time) and ending at _____ (end time). The event shall be _____ (name/explanation of event).

Terms of Payment:

- A. Payment will be made in the form of a check or money order for \$ _____ (amount) made payable to Vendor and given to Vendor upon the conclusion of the event.
- B. Term of payment is for the purpose of room rental and other services (e.g., catering, entertainment, etc.).
- C. It is understood and agreed that payment shall be used for beer and/or wine only, not liquor.
- D. Alcoholic beverages shall not be provided free of charge or at such drastically reduced prices so as to encourage alcohol misuse.
- E. Non alcoholic beverages shall be provided free of charge during the entire length of the party/reception.
- F. Food will be available during the duration of the party/reception. The party/reception shall be no longer than three (3) hours in duration, unless otherwise permitted by the Dean's Office.

Licenses and Insurance:

- A. Vendor hereby attests to hold all proper establishment licenses issued by the appropriate local and state authority including but not limited to a liquor license.
- B. Vendor hereby attests to be properly insured with at least a minimum of \$1,000,000 of general liability insurance evidenced by a properly completed certificate of insurance prepared by the insurance provider.
- C. Said insurance documents must be made available upon request of Sponsor.

Sales:

- A. Vendor agrees that all sales of alcoholic beverages will be on a cash, credit or debit basis only. Alcoholic beverages can be purchased individually at full price.

Revised: October 2009

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- B. Any "happy hour" type prices must be available to all constituents, not just to Loyola students and their guests.

Normal Course of Business:

Vendor assumes all responsibilities that any purveyor of alcoholic beverages would assume in the normal course of business, including but not limited to:

- A. Checking Identification cards upon entry and properly identifying those of legal drinking age with wristbands provided by Sponsor;
- B. Not serving minors;
- C. Not serving individuals who appear to be intoxicated;
- D. Maintaining absolute control of ALL alcoholic containers present;
- E. Collecting all remaining alcohol at the end of a function (no excess alcohol-opened or unopened-is to be given, sold, or furnished to Sponsor or invited guests);
- F. Removing all alcohol from the premises;
- G. Provide standard security/safety measures for event venue and all event guests;
- H. Not serving beer and/or wine within 30 minutes of the end of the party/reception;

Cancellation:

- A. The Sponsor shall not be held responsible if, through an Act of God or conditions beyond its control, it is unable to conduct the event on the date and time when the engagement herein contracted for is scheduled. . Furthermore, if such Acts or conditions occur, the Sponsor is not liable for any damage the Vendor and/or his/her group or representative might suffer.
- B. If this contract is cancelled by the Vendor, or if Vendor requests a change of date for any reason other than an Act of God, riot, epidemic or act of public authority, the Vendor agrees to reimburse the Sponsor for its bona fide out of pocket expenses upon presentation of a certified statement of such expenses to the Vendor or his/her authorized representative.
- C. If this contract is cancelled by the Vendor within terms of the cancellation clause contained herein, the Vendor hereby agrees to reschedule the event at the earliest possible date that is convenient for both parties and under the terms of this contract. The decision to reschedule or not to reschedule is at the sole discretion of the Sponsor.

Compliance with Laws:

This contract is governed by and shall be constructed under the laws of the State of Louisiana. All disputes arising out of this agreement, wherever derived, shall be resolved in Orleans Parish, Louisiana.

Miscellaneous:

- A. No oral representation, warranty, condition, or agreement of any kind or nature whatsoever shall be binding upon the parties hereto unless incorporated into this agreement. This contract, Revised: October, 2009 Page 2 of 3 along with any riders, contain all the terms and conditions agreed upon by the parties hereto, and may not be amended other than in writing and signed by both parties.
- B. In the event of any conflict, inconsistency, or incongruity between the provisions of the Vendor's contract and/or rider, the provisions of the Sponsor contract and/or rider shall in all respects govern and control.
- C. If this contract is signed by someone other than the Vendor and Sponsor, the person signing expressly warrants that he/she is authorized by the Vendor/Sponsor to execute this contract on behalf of the Vendor/Sponsor for this engagement at the time and place specified in this contract.

Accepted for Sponsor:

(Organization President)

(Date)

(Organization Social Chair)

(Date)

(Organization Advisor)

(Date)

Accepted for Vendor:

(Signature)

(Date)

Return to Kathleen B. Breaux, Assistant to the Associate Dean of Students

****Third Party Vendor Contract must accompany Event Registration Form in order to register third party vendor functions****

Loyola University New Orleans College of Law
526 Pine Street, New Orleans, LA 70118
Telephone: 504-861-5761 Fax: 504-861-5739

Revised: October, 2009

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**LOYOLA UNIVERSITY NEW ORLEANS COLLEGE OF LAW
ROOM RESERVATION FORM**

Please print clearly

Date of Request: _____

Name: _____ E-Mail: _____

Cell Number: _____

Department/Organization: _____

Date of event: _____ Start Time: _____ End Time: _____

Room(s) Requested: _____

Please list room(s) in preferential order

Name of Mtg./Event: _____

Number of Guests Expected: _____

AV equipment required? Yes _____ No _____

Providing Food? Yes _____ No _____ **NO FOOD ALLOWED IN RM 405!**

IF YOU ARE PROVIDING FOOD, PLEASE INITIAL HERE _____ THAT YOU HAVE READ AND AGREE TO THE FOLLOWING: If you provide food you are responsible for cleaning the room after your event. Paper towels, Windex, and trash bags are stored in the plastic bin under the 3rd floor mail bins behind the student organization folders. Please take all the trash created by your event to the dumpsters next to the BAC and please clean up any food or drink that is spilled on the tables. Remember, other events and classes may be scheduled in the room after your event.

FILL OUT THIS SECTION ONLY IF YOU ARE HOSTING A SPEAKER

Speaker's Name: _____

Presentation Topic: _____

Explain Topic: _____

Is Speaker an off-campus speaker? Yes _____ No _____

Guest speaker must be approved by your organization's faculty advisor and a Dean.

Faculty Advisor Signature

Dean's Signature

Is the event open to the public? Yes _____ No _____

Is the event open to the law school community? Yes _____ No _____

Is the event geared to the requesting organization? Yes _____ No _____

**LOYOLA UNIVERSITY NEW ORLEANS COLLEGE OF LAW
ROOM CANCELLATION FORM
Please print clearly**

Today's Date: _____

Name: _____

E-Mail: _____

Cell Number: _____

Name of Event: _____

Department/Organization: _____

Date of event: _____ Start Time: _____ End Time: _____

Room(s) to be cancelled: _____

When Do I Need a University Police Detail?

. A detail is required when one or more of the following applies to your event:

- . There will be 50 or more people attending.

- . The public is invited.
- . Alcohol will be served.
- . I have a controversial speaker/topic.
- . Money will be collected.

How to Arrange for a Detail

- . [Detail Request Form is on the next page.](#)

The form must be completed in full, including the budget number and signed by Andy Piacun. We also accept cash or check. No credit cards are accepted.

- . [Hand deliver your request to University Police not less than 10 days prior to your scheduled event.](#)

Other

- . [If you are not certain whether or not a detail is required, call Lt. Angela Honora at 865-3437.](#)

LOYOLA UNIVERSITY POLICE DEPARTMENT

6363 St. Charles Ave.; Campus Box 178; New Orleans, LA 70118

Phone: (504) 865-3434 Fax: (504) 865-3454

DETAIL REQUEST & TRANSFER OF FUNDS FORM

Please see back for terms of coverage before filling out this form.

Event Name:

Sponsoring Organization:

Name of Responsible Person: Daytime phone: Evening phone:

Attending: Location: Type of Event: Students attending?

How many?

Contact Person at Event (Name/Phone) Alcohol served? Money exchanged?

Event

Date

Day of Week

Event

Occurs

Beginning

Time

Ending

Time

Assigned

Officer

Officer's

Initials

Total Hrs. &

Amount Per Hour

Comments: Invoice #: Total Amt. Due:

ORIGINAL SIGNED FORM TO BE SUBMITTED TO LUPD

TO: GENERAL ACCOUNTING FROM: _____

DATE: _____ DEPARTMENT: _____

PLEASE TRANSFER THE SUM OF _____ FROM ACCOUNT

NUMBER: _____ TO THE L.U.P.D. RECOVERY ACCOUNT

NUMBER 1-18637-0232 IN PAYMENT OF THE ABOVE DETAIL INVOICE.

BUDGET AUTHORITY SIGNATURE: _____

DATE: _____

IF PAID BY CHECK, ATTACH CHECK TO THIS FORM.

LOYOLA UNIVERSITY POLICE DEPARTMENT

DETAIL REQUEST TERMS FOR COVERAGE

1. Notification:

A Ten (10) day advance notice is required for all detail requests. This is necessary in order to allow LUPD officers to plan details around regularly scheduled work shifts. Failure to meet the ten (10) day advance notice requirement will result in hourly charges of **\$38.00 per officer, per hour**, or possible cancellation of the event due to lack of available detail coverage. In order to confirm a detail request, you must provide LUPD with the **original signed** detail request form (must be signed by budget authority), indicating your budget number. Once the detail request is received, it will be given an invoice number, the cost of the detail and a copy will be returned to your office for your records. LUPD will also accept checks, and money orders.

2. Cancellations:

Should the initiating organization choose to cancel the event for which a detail officer has been assigned, the responsible party **must** provide written notice of cancellation to Loyola University Police Department **NOT LESS THAN 24 HOURS IN ADVANCE OF THE SCHEDULED EVENT TO BE CANCELLED.** LUPD reserved the right to charge as if the event had been worked per officer

should the event be cancelled without the required notice of cancellation.

3. Detail Costs:

Cost of a detail is **\$38.50 per hour, per officer**, with a 10-day advance notice. Each officer will be paid a MINIMUM of three (3) hours per detail, whether or not three (3) hours is required for the given detail. For example, if an organization has an event requiring three officers, and the event is only two hours in duration, the organization will be charged a total of nine (9) hours times the hourly rate (3 officers x 3 hours minimum per officer = \$256.50).

The number of officers required for any given function will be determined by the authorized member of the LUPD based on the information provided by the submitting organization/individual on the Detail Request form.

I, the undersigned, on behalf of the submitting organization or individual, by my signature attest that I have read the above terms and conditions of a scheduled detail to be worked by LUPD personnel, and I agree to all terms and conditions therein.

Signed: _____ Date: _____

LUPD: _____ Date _____

Job Request Form

____ For any Physical Plant requests, you may go to the link below and fill out the form for extra trash receptacles, folding tables and chairs. Please bring a copy of your job request form to Kathleen Breaux in the Dean’s Suite in LS 351. Keep a copy for your records and bring it to your event.

<http://www.loyno.edu/physicalplant/forms/jobrequest.php>
