

Loyola CTA Plaza St. Ignatius Community Plaza

Reservation Policy, Use and Procedures

Updated: May 2016



Preparing people to lead extraordinary lives

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SPACE RESERVATION POLICY

The purpose of this policy is to manage the usage of university facilities and resources for internal and external groups. The Loyola Station CTA Plaza is offers public access to the Loyola Red Line station, but is private property owned by the Alan Schwartz & Trust, built and maintained by Loyola University Chicago in cooperation with the Chicago Transit Authority. It is intended for the use of the general public to enjoy access the Loyola Red Line Station The St. Ignatius Plaza is private University property. Both properties are **only** reservable through the Department of Community Relations 773-508-7450 communityrelations@luc.edu beginning Spring 2016.

All organizations holding events at Loyola University Chicago must support the mission and values of the University and the Society of Jesus.

- The plazas can be reserved May 1 – October 15 from 7:00 am – 8:00 pm (days to be determined).
- You must make your reservation request 7-10 days in advance. All set-up details must be entered at this time to guarantee set-up. Reservations are processed on a first-come, first-served basis.
- Only requests submitted via 25Live will be processed. In the case of an emergency, it is at the discretion of the Community Relations to accept and approve events.
- Processing a request may take up to 5 business days.
- Duplicate and multiple reservations may be deleted at the discretion of the Community Relations after attempts to contact the requester have been made. An electronic notification of the final determination will also be sent, and the status of the reservation will be available for viewing on 25Live.
- Space Confirmation print-outs must be brought to all events. Campus Safety has the right to remove anyone from a space if they cannot produce proof of reservation.
- Set-up information will not be taken over the phone or in person. Please include set-up information in the request. Please send an email with set-up information, including the event name to: communityrelations@luc.edu

Intended Uses:

- Community Relations-Sponsored Programs
- Loyola Farmers Market
- Loyola-Sponsored community programs
- CTA use

Prohibited Uses

- Any event that requires as admission fee
- Peddling

- Panhandling
- Political activities
- Any event involving alcohol (special approval is required)
- Any activity not expressly approved by the Department of Community Relations

TYPES OF GROUPS

Internal Groups are defined as academic departments, registered student organizations, and administrative units that hold events for their staffs and members and may include specific Jesuit Community events. These groups must work with Community Relations directly for their events.

External Affiliated Groups are defined as University departments holding events at Loyola University Chicago that include outside participants or act as a host to an outside organization. These events must be contracted, and appropriate service fees may apply. These groups must work with Community Relations directly for their events.

External Groups are defined as any outside group not hosted by a university department or registered student organization. These groups must work with Community Relations directly for their events.

TYPES OF CHARGES

There is no cost for hosting approved events on the Plazas. However, depending on the nature and requirements of the event, Loyola University Chicago reserves the right to charge fees as follows:

- Equipment and Maintenance
- Audio/Visual
- Catering
- Security
- Parking Vouchers
- Other support services needed

INSURANCE

At Loyola University Chicago we want to ensure that you and your guests are protected against any unexpected accidents/events that may occur during your time on campus. In order to guarantee that your guests are safe, we require all external groups to have general liability insurance for \$1 million for the duration of the event on campus. Luc.edu/conferenceservices/insurance

ALCOHOL

As a matter of City ordinance, alcohol is not allowed on the public way. Alcoholic Beverages must be kept on private property.

AMPLIFIED SOUND

Amplified sound may be permitted on the Plazas. Approval for such activity is required.

CLEAN-UP

Keep in mind, the plaza is public space. Loyola's facilities team will be responsible for take down and removal of Loyola equipment after scheduled events. It is the responsibility of the organizer to make sure all non-university equipment is removed post-event and the area is free of trash during and after scheduled events.

CANCELLATION POLICY:

All cancellations must be made at least 48 hours prior to the date of your event. To cancel a reservation, send an email with the name of the event wish to cancel to communityrelations@luc.edu.

Due to limited space availability, Campus Safety frequently performs patrols to ensure reserved facilities are being used. These audits can occur during daytime, evening, and weekend hours.

If a space is reserved, but not used or cancelled:

1. First-time offenders will receive a warning email explaining our cancellation policy and its consequences.
2. Second-time offenders will need to contact Community Relations prior to being able to place future reservations.
3. Third-time offenders' will be notified of ineligibility to reserve future space.

POLITICAL ACTIVITIES:

Loyola University Chicago encourages all students, faculty and staff to be politically active, supporting the candidates and causes of their choice. Political activity is an important expression of citizenship, and the exploration of opposing points of view on matters of public policy is an important and vital learning opportunity.

As a tax-exempt, charitable institution, however, Loyola University Chicago is subject to the rules and regulations of the Internal Revenue Code which prohibit the University from participating or intervening in any political campaign or in any partisan political activity. Federal Election Commission regulations also place additional limitations on political activity at educational institutions.

Loyola University Chicago facilities and resources may not be used by or on behalf of an outside organization or individual whose purpose is to further the cause of a particular candidate or political party. For example, a meeting on campus with an organizer for a particular candidate that is focused upon recruiting students as campaign workers for that candidate would be prohibited. However, the same organizer speaking on campus about what it is like to work in the political arena would be deemed primarily educational in nature and allowable.

No University communication systems, including but not limited to phone, internet, e-mail, and campus mail may be used in support or opposition to a particular political candidate. No University funds may be used to support any politically partisan activity, including services or materials.

For the full policy, visit: [http://www.luc.edu/media/lucedu/policy/pdf/SPEAKER_POLICY -
Guidelines Political Activity 3.29.11.pdf](http://www.luc.edu/media/lucedu/policy/pdf/SPEAKER_POLICY_-_Guidelines_Political_Activity_3.29.11.pdf)

