



LOYOLA

UNIVERSITY CHICAGO

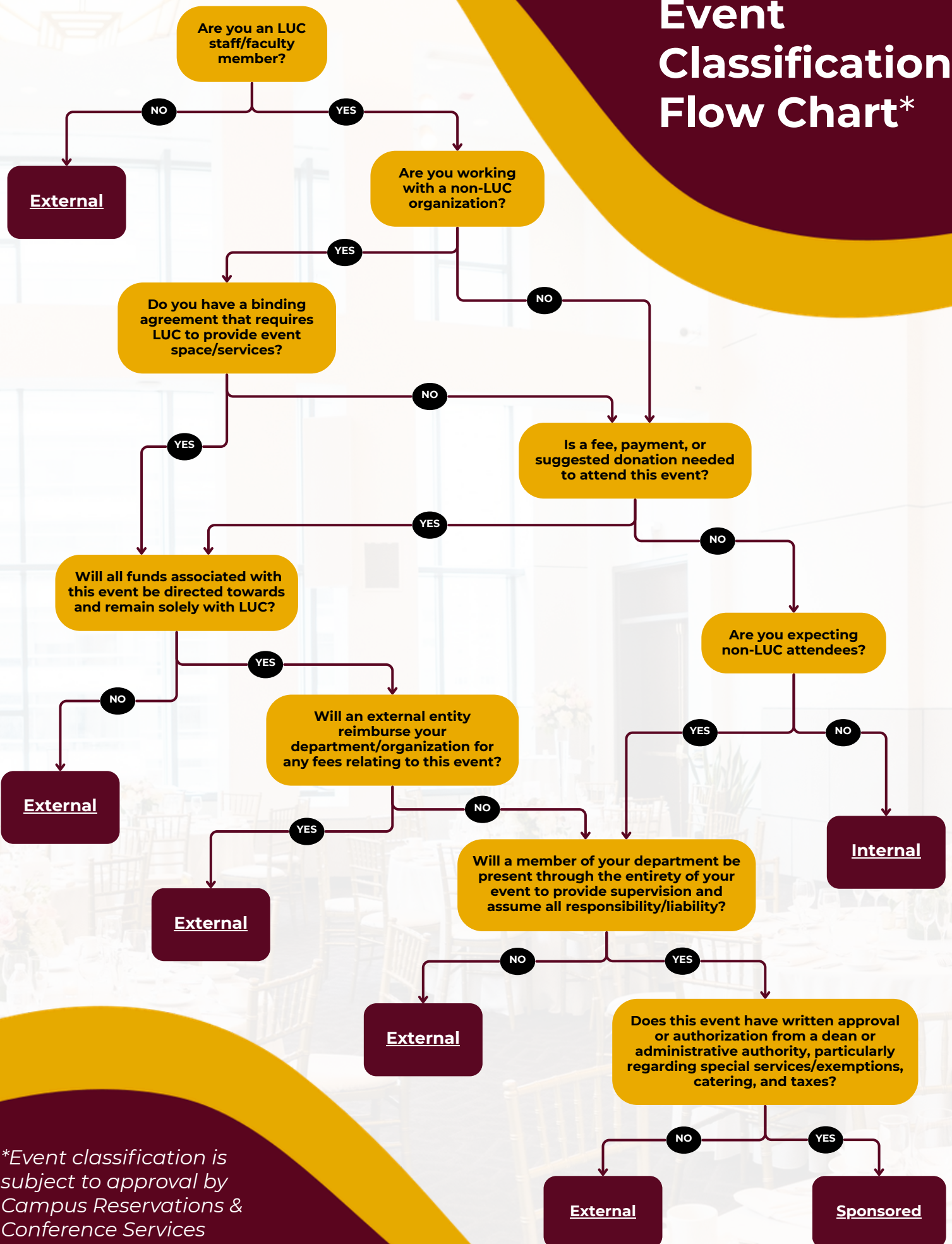
Hosting Guide

Programs | Events | Meetings



Prepared by Campus Reservations & Conference Services

Event Classification Flow Chart*



*Event classification is subject to approval by Campus Reservations & Conference Services

Next Steps

WHO SHOULD I CONTACT?

Internal Events

Campus Reservations

Phone: 773.508.8117

Email: campus-reservations@luc.edu

External or Sponsored Events

Conference Services

Phone: 773.508.8090

Email: conferences@luc.edu



DEFINITIONS

Binding Agreement

A formal, legal commitment that obligates LUC to provide event space or services to a party, often part of external partnerships or grant obligations. This can include a contract, email, or other form of written communication.

Event Contact

Refers to a member of the LUC department who is responsible for all communication and operations, including initial planning stages, day-of operations, and post-event correspondence (if needed). This individual assumes all liability and responsibility.

Liability/Responsibility

Refers to the legal responsibility for potential damages, injuries, or losses that may occur during an event. This can include financial obligations, legal actions, or other repercussions stemming from negligence or breaches of duty.

Non-LUC Attendees

Guests or participants who are not affiliated with LUC, specifically, those who are not current staff, faculty, or students. Attendance of non-LUC guests may alter the event's classification.

Reimbursement

Repayment by an external entity or group to LUC for event-related fees, indicating external involvement.

Suggested Donation/Fee

An event may be classified as external or subject to special guidelines if a monetary contribution is required, suggested, or encouraged to attend the event.

Written Authorization

Approval from an administrative authority, such as a dean, for an event, particularly when it includes special services such as catering, fees, or taxes.

OTHER RESOURCES

LUC Catering

- Aramark is LUC's contracted food and catering service provider.
- Aramark is the exclusive catering partner for all external events on LUC campuses.

To request menus or an itemized quote, please email catering@luc.edu.

25Live

- LUC's event scheduling software that is managed by Campus Reservations.
- Internal or sponsored events must submit space requests through [25Live](#).
- User manuals and troubleshooting guides are found on the [Campus Reservations website](#).