THE VIRGINIA G. and KENNETH M. PIPER HALL
POLICIES AND GUIDELINES FOR LOYOLA UNIVERSITY CHICAGO EVENTS

These policies and guidelines are implemented to provide effective use of the building and to prevent accidents and damage to Piper Hall. Your assistance in maintaining the beauty of this building is sincerely appreciated.

Reservation Requirements

- Piper Hall, First Floor, may only be reserved by current Loyola faculty and staff for academic events.
- Stand-up receptions limited to 125.
- Sit-down meals/meetings limited to 54 (dining room and sun room).
- Lectures limited to 50.
- There is a $50/hour fee to rent this space.
- All catered events in this space must work exclusively with Aramark.

Reserving Piper Hall, First Floor

- Requests to reserve Piper Hall should be submitted on 25Live https://campusres.luc.edu/25live; indicate the type of event, projected number of guests and set up required. Once the reservation has been confirmed, you will receive a confirmation from Carol Coyne, 773-508-8430 ccoyne@luc.edu
- Cancelations should be submitted by e-mail to Carol Coyne, ccoyne@luc.edu

Room Arrangement and Furniture

- No furniture or objects may be moved unless approved and supervised by staff supporting Piper Hall.
- No taper candles allowed. Votive candles may be used in floral table arrangements.
- Floral arrangements are limited to table centerpieces; attention to the care of the wood in the area is important including table tops.
- No decorations may be hung, taped, stapled or otherwise attached to the interior architecture or furniture.
- The silk flower arrangements may remain in place during events. If removed, they must be placed in the small storage area under the grand stairway; door located west of stairway.
- No dancing (original 1909 floors).

Information Technology

- Podium available, no AV/technology. Requestor should arrange any technology needs with Digital Media Services http://www.luc.edu/digitalmedia or Conference Services http://www.luc.edu/conference/services/audio-visualservices/

Catering/Food

- ARAMARK Loyola Catering Services, 773-508-6035, catering@luc.edu is required for this building, including their guidelines for alcoholic beverages. If accidental spills occur, we request you notify an event services staff member so that the spill may be cleaned up immediately.

Campus Security

- Notify Campus Security at 773-508-6039, shortly before the event, to unlock via computer connection, the west outside door, first floor, the lower level stairway door and the elevator to the lower level only. Please let security know when the event is over and ask to lock up everything. This task is the responsibility of the sponsoring department.

Other

- Restrooms are available on the lower level by stairway or elevator.
- Building has air conditioning as well as screens; windows not to be left open at the end of the event.
- Weather permitting, the veranda/terrace could be used as a spill out reception area.
- Photographs for reproduction or commercial use are not allowed without prior permission from Loyola University Chicago Public Relations department.
Contacts:
- ARAMARK Dining Services and Catering: 773-508-6035 catering@luc.edu
- Campus Safety: 773-508-6039 asksafety@luc.edu
- Digital Media Services: 773-508-8029 digitalmediaservices@luc.edu
- Housekeeping: Andrew Wieckiewicz 773-508-2109 (office) 773-908-0048 (cell) awiecki@luc.edu
- Carol Coyne, Gannon Center, 773-508-8430 ccoyne@luc.edu

Piper Hall Rental Fees
- Hourly fee is $50 with minimum of 2 hours
- Loyola University Chicago Departments – we will process an internal transfer for payment. The budget number and account code provided below will be charged.
- Department will be assessed for damages within the building or its contents.

RENTAL REGULATIONS AGREEMENT OF COMPLIANCE

By signing this document, you agree to the fees listed above and to comply with the guidelines for use of Piper Hall. Forward signed agreement to Conference Services, cs-office@luc.edu

Event Name and Date
☐ LUC Internal Group

Budget Accounting Unit and Code

Client’s Signature

Title

Department

Date

Updated October 2014