



LOMA LINDA UNIVERSITY

Drayson Center

Reservation Request for Event

25040 Stewart Street | Loma Linda, CA 92350 | Phone: 909-558-7233 | Email: llangford@llu.edu

Please submit your request at least **14 days prior to your event**. Any changes must be made at least **7 days before the reserved date**.

All forms must be completed **before** a reservation can be processed.

Please wait for **official confirmation** from the Events Manager before communicating this venue/event in any way.

Name of Event _____

Date of Application _____ Event Date _____ Alternative Event Date _____

Ongoing Dates _____

LLUH Entity _____ LLUH Department _____

LLU Student Events: On-site faculty/staff member required for entire event _____

Billing Address _____

Phone _____ Email _____

Event On-site Contact _____ Phone _____ Email _____

Second Contact _____ Phone _____ Email _____

Arrival Time _____ Event Start Time _____ Event End Time _____ Departure Time _____

Number of Guests _____

Type of event: Conference Banquet Class Meeting Religious Service Party Other

Equipment Needed: Sound System Piano Podium Dry-erase Board Screen LCD Projector

Lapel Microphone (1 available) _____ Wireless Microphone (3 available) # needed: _____

Wired Microphone (4 available) # needed: _____ Microphone Stand(s) # needed: _____

Will food be served at this event? Yes No If yes, please limit outside food to pizza, burritos, fruits/vegetables, individually packaged snacks, individual drinks, cake, or cupcakes. **University Catering must be contacted for all other food requests** at 909-558-4000, ext. 88241. **Serving meat/meat products and alcohol are prohibited on campus.**

Insurance Requirements: Loma Linda University (LLU) requires evidence of general liability insurance for all special events. For those LLU Drayson Center users who are unable to meet LLU minimum insurance requirements, a temporary special events policy may be purchased through the Tenant and User Liability Insurance Policy (TULIP) program, sponsored by University Risk Management and Insurance Association. An insurance quote from TULIP covering your event may be accessed online by logging into <http://tulip.ajgrms.com>. The Certificate Holder needs to list Loma Linda University Drayson Center, 25040 Stewart Street, Loma Linda, 92350. The limits required are \$1 million each occurrence and \$3 million general aggregate. Proof of insurance must be provided 1 week prior to the event.

..... Office Use Only

Date Received _____ Received By: _____

Director, LLU Drayson Center _____ Date _____

Aquatics: _____ Date _____ # Staff needed: _____ Cust. Engage: _____ Date _____ # Staff needed: _____

Facilities: _____ Date _____ # Staff needed: _____ Fitness: _____ Date _____ # Staff needed: _____

Intramurals: _____ Date _____ # Staff needed: _____ Aerobics: _____ Date _____ # Staff needed: _____

- Opsahl Gymnasium: # Bleachers needed _____
- Basketball courts (3 available) # needed _____
- Volleyball Courts (3 available) # needed _____
- Badminton Courts (3 available) # needed _____

Note: You will not be able to reserve all of the options above simultaneously, since they may occupy the same space.

Gym Night – Saturdays only

- Package: #1 or #2 (choose one)
- Number of hours: 4 hours or 5 hours (choose one)
- Indoor track # hours _____ (2-hour minimum)
- Multi-sport simulator # hours _____ (2-hour minimum)

Conference Rooms

- Collins Auditorium: Theater-style _____ (180 chairs max.) Banquet-style _____ (14 round tables; 112 chairs max.)
(2,132 square feet) Classroom-style (22 six-foot tables; 66 chairs max.)
- # Chairs needed _____ # Tables needed: _____ 6-foot _____ Round _____
- Kitchen usage (no cooking capability; sink, refrigerator, small microwave available)

- Martinson Conference Room:
(600 square feet) Theater-style _____ (67 chairs max.) Banquet-style _____ (4 round tables; 32 chairs max.)
- Classroom-style (10 six-foot tables; 30 chairs max.)
- # Chairs needed _____ # Tables needed: _____ 6-foot _____ Round _____

- Student Lounge: Theater-style _____ (180 chairs max.) Banquet-style _____ (20 round tables; 160 chairs max.)
(2320 square feet) Classroom-style (22 six-foot tables; 66 chairs max.)
- # Chairs needed _____ # Tables needed: _____ 6-foot _____ Round _____

- Gair Conference Room:
(841 square feet) Theater-style _____ (60 chairs max.) Banquet-style _____ (8 round tables; 64 chairs max.)
- Classroom-style (8 six-foot tables; 36 chairs max.)
- # Chairs needed _____ # Tables needed: _____ 6-foot _____ Round _____

Rosvall Conference Room: (1 table with 8 chairs set up conference-style; 260 square feet)

Fritz Conference Room: (1 table with 8 chairs set up conference-style; 187 square feet)

- Aquatics Center: # Chairs needed _____ # Tables needed: _____
- Recreational Pool With waterslide or Without waterslide (choose one)
- #1 Blue awning #2 Red awning #3 Blue Awning All three awnings
- Pool lawn area Hammock Hangout: with fireplace (propane additional cost) or without fireplace (choose one)
- Lap pool (10 lanes available) # Lanes needed: _____ Shallow end Deep end Diving board

Note: Lifeguard assignments are determined by Drayson Center Aquatics Department

- Outdoor Areas: # Chairs needed _____ # Tables needed: _____
- Outdoor track Turf field (water only for drink) Soccer field (four available) #needed _____
- Softball field #1 Softball field #2 Basaraba Garden
- Pickleball courts (26 available) # needed _____ Tennis courts (four available) # needed: _____

- Other Activity Areas: # Chairs needed _____ # Tables needed: _____
- Aerobic Studio A Aerobic Studio B Drayson Hallway
- Multi-Sport Simulator (additional cost) Strength & Conditioning Room
- Weight Room (no exclusive use) Cardio Room (no exclusive use)

Drayson Center Facility Use Rules and Regulations

Thank you for choosing the Drayson Center as the venue for your event or activity. Please be aware that when using the facility, you still must follow the rules and regulations of Loma Linda University and Loma Linda University Drayson Center.

- We are a Seventh-day Adventist campus. We ask that you respect the Sabbath hours from sunset Friday to sunset Saturday and schedule your event accordingly.
- Shirts and shoes must be worn at all times. No street shoes allowed on the gym, studios, and tennis and racquetball courts. Only non-marking gym/tennis shoes are to be worn.
- Smoking, vaping, use of tobacco products, drugs, and alcoholic beverages are NOT permitted anywhere on the premises of the Drayson Center. This includes all parking lot areas.
- Suggestive music or dancing is not allowed at the Drayson Center.
- No food or drinks are allowed in the gym, studios, turf field, and tennis or racquetball courts. Only water in a plastic resealable container is permitted. No glass containers are allowed on the premises.
- Animals of any kind are prohibited from entering the Drayson Center except for certified service animals that are trained to do work or perform tasks for the benefit of a person with a disability.
- You are responsible for all damage incurred during your event and will be expected to pay for all repairs or cleaning.
- Fighting, profanity, physical or verbal abuse will not be tolerated.
- All participants are expected to display good sportsmanship and courtesy at all times.
- If food is served, please respect the vegetarian and no alcohol policy.
- Beverages (especially dark red in color) with the potential to stain Drayson Center property are not permitted.
- Ages 17 and under must be supervised by an adult at all times.
- No collection of money or fundraising is allowed on the premises without the permission of the administration of Loma Linda University.
- Any marketing materials associated with your event need to be approved by the Drayson Center Events Manager prior to being distributed.
- Prior to your event and after your event's conclusion, you must contact a supervisor to inspect event space.

As the responsible party, I am fully informed of the rules and regulations and do hereby agree to abide by these regulations.

Signature of responsible party _____

Please print name _____

Phone _____

Date _____