

## Hosting Events & Guests at LMU

<b>Parking for Guests</b>	LMU Westchester Campus <a href="#">Parking &amp; Transportation</a> guidance. Loyola Law School Campus <a href="#">Parking &amp; Transportation</a> guidance.
<b>Vendor Parking</b>	<a href="#">Vendor Parking Program</a> The Vendor Parking Program grants LMU vendors access to designated parking areas that are considered restricted. Vendors can <a href="#">apply</a> for access through the Vendor Parking Program. Other guests can use designated guest parking areas.
<b>Internet Guest Account</b>	<a href="#">Wireless Access for Guests</a> <ol style="list-style-type: none"> <li><b>Join Network:</b> If you are a guest on Westchester or Loyola Law School campuses join LMU-Guest network.</li> <li><b>Register on Network:</b> Once connected, open your browser and navigate to any web page. The system will redirect you to the guest registration page. On the guest registration page, type in your name and a valid email address. The email address will be your username. You can also add your phone number and cellular provider so that your credentials can be sent via SMS the next time you want to join the guest network. Once you accept the terms of use, click register to be directed to the receipt page.</li> <li><b>Registration Confirmation:</b> On the receipt page, the details of your new account will be displayed and sent to the email address you supplied. You may also download or SMS your account details, by using the links at the bottom of the page.</li> </ol> <p>For help with wireless connectivity, contact:</p> <ul style="list-style-type: none"> <li>○ Westchester campus: ITS Service Desk at <a href="mailto:servicedesk@lmu.edu">servicedesk@lmu.edu</a> or 310-338-7777, option 2</li> <li>○ Loyola Law School: ITS Help Desk at <a href="mailto:helpdesk@lls.edu">helpdesk@lls.edu</a> or 213-736-1097</li> </ul>
<b>Campus Facilities Management &amp; Operations</b>	<a href="#">LMU Westchester Campus Facilities</a> <a href="#">LLS Campus Operations</a>
<b>Reserve LMU Campus Space</b>	<a href="#">Mazevo</a> is the event-scheduling process for LMU community members. Please be advised that Mazevo reservations are for authorized student groups, faculty, and staff only. To make a reservation, log in via <a href="https://mymazevo.com/login">mymazevo.com/login</a> using your LMU email address.



<b>Loyola Law School Conferences &amp; Events</b>	<p>The <a href="#">Conferences &amp; Events</a> department partners strategically to plan and deliver purposeful events that achieve goals and strengthen LLS community connections. To begin the event planning process, please make sure your event meets criteria, then complete an <a href="#">Event Request Form</a>.</p> <p><b>Contacts:</b> 213.736.1423 213.736.1071 <a href="mailto:events@lls.edu">events@lls.edu</a></p>
<b>Summer Housing for Students</b>	<p>Summer Housing will only be available to those students who meet the eligibility requirements:</p> <ul style="list-style-type: none"><li>• Work an internship and register for the corresponding course with the Registrar (course information can be found on the Career and Professional Development website <a href="#">here</a>)</li><li>• Work for a minimum of 20 hours a week on campus</li><li>• Enroll and participate in 3 units or more in summer school at LMU</li></ul> <p>Please visit the <a href="#">Summer Housing</a> site on applications and deadlines.</p>
<b>LMU Visiting Faculty Housing</b>	<p>The <a href="#">LMU visiting faculty homes</a> are intended to be used as a shorter-term living solution for visiting faculty members, including postdoctoral teaching fellows. Visiting faculty members on sabbatical from other Universities may be considered if rooms are available. The homes will not be rented to students (undergraduate or graduate), LMU staff, or temporary employees (e.g. consultants to the University). If you wish to be considered as a renter in an LMU visiting faculty home, please contact the Faculty Housing Office at <a href="mailto:facultyhousing@lmu.edu">facultyhousing@lmu.edu</a></p>
<b>Campus Catering</b>	<p>Aramark is the contracted Cater for campus events. For events that require catering please visit <a href="#">LMU Catering</a> website.</p>