

# DOHENY MANSION USAGE POLICY



The following policies are designed to preserve the Doheny Mansion while sharing it with the Los Angeles community. All requests to use the Mansion, whether internal or external, are initiated in the Mount Saint Mary's University Office of Campus Events. The University will evaluate the event for approval, depending on its nature and if the Mansion is the most appropriate place for this event to be held.

## REQUESTING AN EVENT

To apply, return to the "Reservations" page and click the appropriate link ("MSMU Departments" or "All Other Groups"). You will then receive an application form for placing a tentative hold on a date and generating the approval process. Complete the application and send it back to Campus Events as soon as possible. At the time you are notified that your date is available and the event approved, a Facilities Usage Agreement will be issued, with event specifics outlined in an Exhibit "A." This form must be signed and returned to Campus Events within 5 business days or the tentative hold on your event date will expire. Exhibit "A" for outside groups will include additional deadline dates (see below).

### OUTSIDE GROUP REQUIREMENTS:

Based on the lead time for your event, specific due dates will be determined for the following:

- Initial deposit:** 50% of the basic rental fee. Deposits are refundable if written cancellation is received within the time frame established in the Agreement.
- Cleaning & Damage Deposit:** \$1,000. Any damages to the facilities, furniture or equipment are the responsibility of the client. If the damages exceed the amount of the Cleaning & Damages deposit, the client will be charged an additional amount. If, after two inspections (post-event preliminary inspection by event coordinator and MSMU Site Representative, and next-day final inspection by MSMU Facilities), it is established that there has been no damage and no other fees are due, the Cleaning & Damage deposit check will be returned to the client.
- Balance of Payment:** Facilities Reimbursement Fee, less deposit, and all Direct Expense changes.
- Certificate of Insurance:** The University requires a Certificate of Insurance which names Mount Saint Mary's University as additional insured for all dates of usage, including set-up and clean-up for your event. The Certificate must specify a minimum of \$1,000,000 in coverage for bodily injury and property damage.
- Completion of the **Set Up Request Form.**

## FACILITIES REIMBURSEMENT FEES

	DONATION	VENUE FEE	TOTAL FEE
Pompeian Room only	\$1,500	\$2,500	\$4,000
Pompeian Room, with Great Hall walk-through	\$2,000	\$2,500	\$4,500
Entire First Floor	\$3,000	\$3,800	\$6,800
South Lawn		\$1,500	\$1,500
North Lawn		\$ 900	\$ 900
Tennis Court		\$ 800	\$ 800

Fees listed above are based on an 11-hour period (12:00 p.m. to 11:00 p.m.).

Overtime Hours = \$500/hour (7:00 a.m.–12:00 p.m. and/or 11:00 p.m. - Midnight)

## Direct Expenses\*

- ❑ Official University-designated **Site Representatives** (at the rate of \$25 per representative per hour) are required to be present at all times during an event to: monitor opening and closing protocols, insure that the event is conducted in conformity with Mansion policy, and sign off at its conclusion on a preliminary evaluation of the condition of the venue. There will be one Site Representative for every 25 guests; additional representatives may be required depending on event specifics.
- ❑ **Security Officers** from the University must also be present at all events and assigned by Campus Events. Fees for Security coverage will be quoted at the time of contract arrangements.
- ❑ If the Pompeian Room **Steinway** is used, a fee of \$250 will be charged along with a fee for its tuning.
- ❑ **Catering Fees:** a separate agreement is made with MSMU Food Services. When MSMC Food Services is not used, outside groups using the Mansion will be charged a separate fee for use of the kitchen. The caterer will also submit, fifteen (15) days prior to the event, a Certificate of Insurance naming Mount Saint Mary's University as the additional insured for the date of the event.
- ❑ **Additional fees** for sound systems, tents, valet parking, etc., may be incurred based upon the type of event and will be quoted by the University as arrangements are finalized. Fees for tables, chairs, staff, set up & clean up will also be determined on an individual event basis. Each event is custom-planned, and actual costs will vary.

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### \* MSMU DEPARTMENTS/ORGANIZATIONS:

For departments and chartered organizations of Mount Saint Mary's University, Facilities Expense Reimbursement Fees, security deposits, Site Representatives and insurance fees will be waived. The fee charged for the use/tuning of the Pompeian Room Steinway will be reduced to \$225.

## MANSION PROTOCOLS, RULES AND RESTRICTIONS

**The client assumes primary responsibility during an event for adherence to the following rules:**

- ❑ Access is allowed only to contracted areas of the Mansion first floor. Stanchions will mark off inaccessible rooms, and runners will be placed to protect carpets during walk-throughs.
- ❑ Food and beverages are allowed only within the confines of the Pompeian Room.
- ❑ Smoking is not allowed inside the Doheny Mansion.
- ❑ No photography is allowed of Mansion architecture, artwork or furnishings.
- ❑ Respecting the decorative character of the Mansion's interior, no balloons, confetti or glitter are allowed in or around the Mansion, nor may clients tape, glue, hang or post anything on any existing walls.
- ❑ Mansion furnishings and artifacts are never to be moved except by Facilities Management personnel.
- ❑ Outdoor wedding receptions may be arranged for the South and North lawn areas, with access to the Mansion for tours as a special component to the reception.
- ❑ Casual music must be acoustic with no lighting or amplification. No video equipment is allowed inside the Mansion. Candles may be lit only in the Pompeian Room and only at a distance of at least six feet from all walls and rugs.