

BYU College of Life Sciences

Policies and Procedures

Open Space for Events in the Life Sciences Building

College of Life Sciences faculty, staff, official student academic associations, and services of the College of Life Sciences and BYU may request the use of the open space in the LSB for college-related events on a limited basis in approved locations.

Who Can Request Space

- College of Life Sciences faculty and staff.
- Official College of Life Sciences student academic associations.
- BYU services directly related to the College of Life Sciences.
- Career and vendor show representatives directly related to the College of Life Sciences.
 - May require a sponsoring college unit.

Approved Event Types

- Events directly supporting the academic experience of life sciences students.
- College of Life Sciences-related activities.
- Examples include:
 - Recruitment fairs for Life Sciences majors.
 - University New Student Orientation.
 - Vendor fairs relevant to Life Sciences.
 - College or University sponsored food drives.
 - Life Sciences Student Council events.
 - Events such as the "Sugar Rush" sponsored by relevant departments.

Requesting Space

- All space requests for BYU-sponsored events must be submitted through the [College Scheduler webpage](#).

Approved Locations and Capacity

Refer to the attached map for specific approved areas.

- **LSB Level 2**
 - Maximum of 23 tables.
 - Areas (2-A through 2-F) have defined table limits.
 - Area 2-A – 4 round tables with chairs or 5 six-foot tables without chairs.
 - Area 2-B – 2 six-foot tables
 - Area 2-C – 2 six-foot tables
 - Area 2-D – 3 six-foot tables
 - Area 2-E – 5 six-foot tables
 - Area 2-F – 7 six-foot tables
- **LSB Level 4**
 - Maximum of 19 tables.
 - Specific areas (4-A through 4-C) have defined table limits.
 - Area 4-A – 12 six-foot tables; 4 existing half-round tables
 - Area 4-B – 2 six-foot tables
 - Area 4-C – 5 six-foot tables; 2 existing half-round tables

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- **Table and Chair Guidelines**
 - Capacity is determined by the standard size of a six-foot table.
 - Spacing between tables may reduce the total number allowed.
 - Chairs are not permitted in front of tables except for area 2-F.

Building Guidelines

- **Furniture Movement**
 - Only Building Care staff may move LSB furniture or planters.
 - Indicate furniture movement needs in your request.
- **Traffic Flow**
 - Tables must not obstruct hallways or block traffic.
 - Tables and displays cannot be placed:
 - In the middle of hallways.
 - In front of doors.
 - In front of fire extinguishers.

Request and Approval Procedures

BYU Organizations (Faculty, Staff, Student Clubs)

1. **Submit Request**
 - At least one month before the event, submit a request through the [College Scheduler webpage](#).
 - Include:
 - Event purpose.
 - Sponsoring department/association.
 - Number of tables & chairs needed.
 - Furniture movement and setup requests.
2. **Table & Chair Requests**
 - The dean's office will coordinate table & chair requests with Campus Scheduling.
 - The LSB does not provide tables or chairs.
3. **Delivery Confirmation**
 - Tables & chairs will be delivered to the LSB dock and set up by LSB custodial according to the instructions in your request.

Outside Vendors (Supporting Research Functions)

1. **Submit Request**
 - At least one month before the event, submit a request to the [dean's office](#).
 - Include:
 - Event purpose.
 - Sponsoring department/association.
 - Area of the event.
 - Number of tables/chairs needed.
 - Furniture movement and setup requests.
2. **Table & Chair Requests**
 - The dean's office will coordinate table & chair requests with Campus Scheduling.
 - The LSB does not provide tables or chairs.
3. **Delivery Confirmation**
 - Tables & chairs will be delivered to the LSB dock and set up by LSB custodial according to the instructions in your request.

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LEVEL 04

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