Department of Event Services

RESERVATION GUIDELINES, POLICIES, & PROCEDURES FOR
BAYOU POINTE EVENT CENTER, THE HANGAR, & THE TERRACE
FOR ULM REGISTERED STUDENT ORGANIZATIONS & UNIVERSITY DEPARMENTS

Location of Facilities

Bayou Pointe Event Center is on the east side of campus next to the Laird Weems Center.
The Terrace is on the 7th floor of the University Library and on the west side of campus.
The Hangar is on the 2nd floor of the Student Union Building on campus' west side.

Hours of Operation

Normal operating hours for the Event Services Department Scheduling Office (located at Bayou Pointe Event Center) are:

Monday-Thursday:	7:30am – 5:00pm
Friday:	7:30am - 11:30am
Saturday & Sunday:	Closed

Holiday and summer hours will vary with the University schedule

Prior to Your Event

Any student organization desiring to use the name of ULM and its facilities must achieve status as a Recognized Student Organization (RSO). Organizations should consult with the Office of Student Development (SC Room 258) for administrative details.

- All RSOs must be registered through the Office of Student Development prior to scheduling any University facility.
- All RSOs must submit an event request form on WINGSPAN.
- Complete a room reservation request online at www.ulm.edu/eventservices

Reservations

All reservations are made online at www.ulm.edu/eventservices. Reservations are accepted on a first-come, first-serve basis. The Event Services scheduling office will tentatively confirm your reservation by email within 48 hours of a submitted reservation form.
Reservations MUST be made **at least** two weeks in advance. Reservation requests made two weeks or less prior to your event are not guaranteed to be confirmed.
To change or cancel a reservation, the original requestor must contact the Event Services Department in writing with the changes/cancellations that need to occur no less than 48 hours prior to the event.
RSOs that are hosting events that are open to guests other than those in the current RSO are allowed up to 3 people per person listed on the official membership list on Wingspan. For example, if an RSO has 20 current registered members, they can have up to 80 guests at the event (20 members & 3 guests per member = 80). If more guests are invited, the RSO may have to provide a liability insurance policy and pay published Community rates.

No Shows/Cancellations

Clients are required to cancel any room or facility reservation within the appropriate notice period outlined below:

- **Small Meetings/Events** (e.g., conference rooms, standard meeting spaces) - a minimum of 48 hours' notice is required.
- **Large Events** (e.g., ballroom events, multi-space reservations, or events requiring significant setup, staffing, or vendor coordination) – a minimum of two (2) weeks' notice is required.

Failure to provide notice within the applicable timeframe will result in the assessment of a cancellation fee and/or applicable rental charges, regardless of whether the event occurs. If UPD was scheduled for your event, two weeks' notice is required for their cancellation of services. Less than two weeks' notice the organization will be required to pay the scheduled UPD rates for the event.

After Hours Event Policy

While Event Services hours meet the needs of the University community for most events, there are occasions when scheduled events require the extension of building hours beyond the scheduled closing time. When the event involves ULM students, faculty, or staff, the request will be granted based on available space and other scheduled events on campus. Depending on the number of participants or the nature of the activity, the sponsoring group may be required to pay for additional staff and/or additional overtime for security or custodial personnel, provide appropriate liability insurance, or pay a fee for use of the facility.

Payment for Events

When required, payment for events should be received no later than the event's start time. It is recommended that payment be received no later than 24 hours prior to your event. Checks should be made out to ULM Event Services. University departments paying with Interdepartmental Requests should submit them to the Event Services Scheduling Office for completion. Unless noted, the Interdepartmental Request will be sent to the Controller's Office after the event is over to be credited to the correct account. A copy will be sent back to you for your records.

Current Facility Rates for RSOs and University Departments

Bayou Pointe Event Center			
Room	Type of Rate	Normal Hours:	After Hours (until 11:59pm) /Weekends:
Cypress Hall + Patio & Deck	University Dept	$200	$1,400
	RSOs	No Charge	$500
Bayou Room	University Dept	$200	$1,200
	RSOs	No Charge	$500
DeSiard Room	University Dept	$200	$500
	RSOs	No Charge	$500
Spirit Hall	University Dept	$200	$1,200
	RSOs	No Charge	$500
Lagniappe Theater	University Dept	No Charge	$280

(4-hour time limit)	RSOs	No Charge	$100
Lagniappe Reception Hall (4-hour time limit)	University Dept	No Charge	$100
	RSOs	No Charge	$100
Outdoor Patio & Deck (4-hour time limit)	University Dept	No Charge	$500
	RSOs	No Charge	$100

The Hangar

Room	Type of Rate	Price
All Ballrooms	Univ. Dept/RSO	$400
Ballrooms A, B, D	Univ. Dept/RSO	$300
Ballroom A	Univ. Dept/RSO	$250
Ballroom B, D, E, OR F	Univ. Dept/RSO	$100

For University Department or RSO events occurring Monday-Saturday 8am-9pm (4-hour time limit), there is no charge. Any event outside of the above-mentioned times will incur the published University Department/RSO charge.

The Terrace

Room	Type of Rate	Normal Hours:	After hours until 9pm (4 hour time limit)	Friday, Saturday, Sunday events after normal hours and more than 4 hours:
Banquet Hall, Lobby, & Terrace	University Dept.	No Charge	$350	$500
	RSOs	No Charge	$100	$350
Lobby Only	University Dept.	No Charge	$75	$500
	RSOs	No Charge	$75	$350
Seminar 1	University Dept.	No Charge	$50	$500
	RSOs	No Charge	$50	$350
Seminar 2	University Dept.	No Charge	$50	$500
	RSOs	No Charge	$50	$350

4 hour time limit is based on the number of hours the facility is staffed by the Event Services Department. Facility must be completely vacated no later than 9pm. For events going over the 4-hour time limit and past 9pm, additional charges may apply.

*****As a reminder - RSOs that are hosting events that are open to guests other than those in the current RSO are allowed up to 3 people per person listed on the official membership list on Wingspan. For example, if an RSO has 20 current registered members, they can have up to 80 guests at the event (20 members & 3 guests per member = 80). If more guests are invited, the RSO may have to provide a liability insurance policy and pay published Community rates.**

Decorations

All equipment and decorations provided by the group must be removed immediately following the event. Additional charges may be applied to your group if removal of items or extensive cleaning by the Event Services staff is required.

Prohibited Items:

- Taping, stapling, gluing, or otherwise attaching items to any walls, doors, curtains, windows, posts, columns, floor, or ceilings.
- Glitter & confetti
- No open flame of any sort or size
- Fresh flower petals cannot be used on the floor.
- Unsecured helium tanks
- Fog & bubble machines
- Spray paint
- Any type of paint without proper coverage of the areas that are being painted on top of (tables, floor, etc)
- Sparklers may only be used outside and away (at least 25 feet) from the building. A large bucket of water must be provided for guests to dispose of the sparklers once they are done with them.
- Ice sculptures without proper drainage

Candles may be used as part of table centerpieces only and must be housed in glass containers.
The Event Services Department at ULM does not supply tablecloths. You can bring your own or rent them through local rental companies. Closer to your event, if any rental items need to be dropped off, our office will need to be notified of a time and date for drop-off. We are not responsible for items left by a rental company and will not sign off to verify items dropped off. Once the event is over, your organization is responsible for removing and returning any rental items. Our staff is not allowed to move anything that does not belong to our facilities. Any items left for pick up must be removed from the event space and put in a designated area in the back of the building. If your organization chooses to leave rental items at our facility until the following business day for pickup, this MUST be approved and coordinated through the scheduling office.

Clean-Up

It is the RSO/University Department's responsibility to return the room and surrounding parking lots to their original condition as they were found upon arrival. Any spills are the responsibility of the organization and must be cleaned immediately. The organization is also responsible for all trash produced prior to, during, and after the event. No plates, cups, napkins, serving platters, food, or other event-related items may remain in the room when the event is over. Trash cans & bags are provided. All trash should be put in the large dumpster located outside of the facility. If you fail to remove all items from the room after your event, you will be assessed a fee for not cleaning properly. This fee will vary based on the items left and the time needed to properly clean the facility.
There is an optional $300 cleaning fee available to University Departments. If the department chooses to pay this fee, we will provide staff to remove the trash during and after the event. If the fee is paid, it is still the

department's responsibility to ensure all trash is put in provided cans. Our staff will not be responsible for bussing tables or picking up excess trash on the floor. This fee is not available to RSOs.

Safety/University Police Department

The Event Services staff and University Police Department work together to provide a safe and secure environment for students, faculty, staff, and guests. When an event is determined to be one that requires University Police to be present, the Event Services staff will contact UPD and make the necessary arrangements. You will be notified prior to your event of the number of officers assigned and the time in which they will be present. Your group or organization will be responsible for paying the officer(s) prior to your event's end. If you are a University Department that will be paying UPD by a payroll voucher, arrangements need to be made prior to your event with the Police Department. University Police Officers are paid $35 per hour with a 3-hour minimum. When alcohol or money is present, UPD officers must be on site 30 minutes prior to guests arriving and will stay until 30 minutes after they leave.

If you answer "yes" to any of the below questions, you will be required to have University Police at your event:

1. Will money be exchanged at the event (ticket sales, T-shirt sales, donations, etc.)?
2. Will the event be held Friday or Saturday after 5pm at the Hangar?
3. Will alcohol be served?

While the number of officers required will be determined by the UPD, typically, we require 1 officer per 100 guests at your event.

No one is allowed to enter an Event Services facility without prior approval &/or an Event Services staff member on site. Failure to comply may result in a fine being incurred by your organization.

Alcohol Policy

Alcoholic beverages (including mixed drinks, beer, wine, & champagne) may be served under the terms and conditions consistent with the laws of the State of Louisiana and the policies of the University of Louisiana Monroe. Permission to use such beverages must be obtained from and approved by the Event Services Department Scheduling Office before the event.

General Guidelines:

1. The RSO or University Department must follow the Alcohol Policy as stated in the Student Policy Manual. That policy can be found here:
   ulm.edu/studenthandbook/22_23_ulm-student_handbook.pdf.
2. It is in violation of Louisiana law to serve alcohol to anyone under 21. Lack of knowledge of the person's age shall not be a defense.
2. Third party licensed vendors and/or bartenders are required and must be licensed to sell and serve off-premises and certified by the State of Louisiana. Bartender's license must be on file with Event Services PRIOR to them serving alcohol. Special event permits may need to be secured from the City of Monroe and the ATC. All permits must be on file in the Event Services office before the event starts.
3. All alcohol beverages must be provided by the user group except in cases where the caterer has a state permit that allows the caterer to provide such beverages as requested by the user group. Under NO circumstances are guests of the event allowed to bring in their own alcohol. If

such an event occurs, the Event Services office reserves the right to immediately shut down the event.

4. All alcohol must be served from a designated bar by a licensed bartender.
5. UPD must be present while alcohol is in the facility.
6. There are no storage facilities for alcohol in our facilities. The user group must bring in the alcohol immediately before the event and remove it immediately after the event's end.
7. Any ULM group planning a function that is likely to be attended by individuals under 21 is strongly discouraged from serving alcohol to anyone at the fun. If the university group plans to serve alcohol at a function that will be attended by guests under the age of 21, the group must submit to the Student Engagement Office, as part of the process, a written explanation of the method by which it will determine which guests are over 21 and how it will assure that guests under 21 do not obtain alcohol from guests over 21.

Serving Food/Approved Caterers

It is your responsibility to secure a caterer should you need food for your event. Only *approved* catering vendors may be used for your event. Exceptions to this rule would be:

- Bottled/canned soft drinks, waters, etc.
- Pre-packaged snacks
- Cake for a wedding, birthday party, shower, etc.

For events held at Bayou Pointe, the food service provider agrees to pay 8% of the total gross sales (less taxes) reported after each event. Coordination of delivery must be made with the Event Services Director. All approved caterers have met State of Louisiana Health Code standards and have an occupational license to provide catering services. The Event Services Department can provide you with a list of the approved caterers. The list can also be found on our website: www.ulm.edu/eventservices.
The 8% catering fee ONLY applies to those events happening at Bayou Pointe as it is the only facility with access to a kitchen with warming facilities, ice machine, prep areas, and a commercial refrigerator.
**Due to its contract with ULM as our food service provider, Aramark Catering is exempt from the 8% catering fee.

ULM is a Tobacco Free/Smoke Free Campus

Use of tobacco products is prohibited anywhere on the ULM campus. This applies to all University faculty, staff, students, visitors, and contractors. Tobacco use includes but is not limited to:

- Cigarettes
- Cigars
- Smokeless tobacco (dipping, etc.)
- E-Cigarettes
- Juuls
- Vapes
- Chewing tobacco

The use of tobacco products is prohibited in all University buildings and leased spaces. This prohibited area applies to any area enclosed by the building's perimeter walls including restrooms, storage areas, balconies, patios, and stairwells. In addition, the sale, distribution, or advertisement of tobacco products is prohibited in University buildings and public areas. It is the client's responsibility to ensure all guests are aware of this policy.

Equipment Removal

No equipment may be removed from the facility without the written permission of the Event Services Department. In addition, all employee areas (office, break room, employee bathroom, storage rooms) are not to be entered or have items removed.

Liability Insurance Requirements

Under certain circumstances, RSOs and University Departments may be required to provide an appropriate liability insurance policy covering participants and spectators prior to the organization's arrival for the event. Without the proper insurance coverages in place, we have the right to refuse your event.
The policy must list The University of Louisiana Monroe as the additional insured with the following minimum coverages:

- $1,000,000 personal liability per person
- $1,000,000 per accident
- $1,000,000 property damage

The Event Services Department will inform the RSO/University Department when insurance is required.

Fronting

The party responsible for the contract must be present at the event. An individual or group may not "front" for another organization, community group, or for an individual for the purposes of getting reduced fees for an individual or group that is not eligible for a lower rate. Any RSO or University Department found to be fronting for another group or individual will have their event reclassified at the Community Rate, may lose all facility privileges for one calendar year, and may be subject to additional charges as determined by Event Services.

The University Department/RSO rate is provided as a reduced rate to support events that are directly connected to the mission, activities, or operations of the sponsoring department. To ensure appropriate use, the following requirements must be met when a department requests the University Department rate for any event that is open to the public and not primarily attended by the University Department or RSO:

1. **Justification of Benefit**
    - The sponsoring department/RSO must provide a written statement explaining the purpose of the event and how it directly supports or benefits the University's mission, programs, faculty, staff, or students.
    - Events that do not demonstrate a clear departmental/RSO connection or benefit will not qualify for the reduced rate.
2. **Department/RSO Representation**
    - The University Department or RSO requesting use of the reduced rate must serve as the primary organizer, facilitator, and financial sponsor of the event.
    - 75% of the sponsoring department/RSO must be ***present*** and ***actively involved*** in the event.
    - The University representative that requested the reduced rate must be available during the event to answer questions, provide oversight, and ensure the event reflects positively on the University. This person is also the only contact for Event Services and is responsible for ensuring all policies and procedures are clearly communicated and followed.
3. **Prohibited Use**
    - Departments/RSOs may not act as a "front" for outside organizations in order to secure the reduced University Department rate.
4. **Approval Requirement**

- Final approval of the University Department/RSO rate for any event that is open to non-university related guests is subject to review by the Office of Event Services &/or the Executive Director of Auxiliary Enterprises (or appropriate University office).

Policy Infractions

Failure to adhere to the above stated policies and procedures may result in fines imposed on your organization or department.

Infraction:	Fine:
Failure to remove all trash properly from the facility (includes leaving food, trash, decorations, etc. behind)	Varies between $100 - $300 (depending on the size of event/amount of clean-up)
Attaching things to any surface at the facility (walls, glass, floor, etc.)	$200 fine in addition to any cost of repairing damages
Failure to adhere to the RSO Alcohol Policy	$200
Unauthorized use of equipment or supplies that belong to Event Services (or anyone else in your organization)	$100 fine in addition to any cost associated with replacing, repairs, etc.
Failure for organizations to be completely out of the facility (all guests, vendors, & decorations) by the agreed upon time.	$300
Unauthorized use of rooms that are not included in the reservation request	$200
Violating fire or candle policies	$150
Failure to observe smoking and/or vaping policies	$100
Blocking Loading/ Unloading Zones (patio ramp, curb parking, etc.)	$100
Not utilizing an approved caterer for food (other than pre-packaged snacks & drinks)	$300
Failure to adhere to other published policies and procedures	Varies depending on violation

A Little Lagniappe

- At no time will vehicles be allowed to drive on the front walkway (in front of the entrance doors) of Bayou Pointe.
- Cars & trucks with trailers are allowed to drive onto the back patio of Bayou Pointe ONLY to unload. All vehicles have a 20-minute time limit on the patio and must be moved as soon as they have been unpacked.