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| **Responsible Office:** | Office of Student Services |
| **Originally Issued:** | April 2017 |
| **Latest Revision:** New Policy |
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### I. Welcome

The over 60,000 square foot facility of the Student Center & Student Union Building will provide indoor and outdoor venues for many different type of events such as meetings, lectures, workshops, conferences, banquets, balls and festivals. Our experienced staff is ready to provide guidance and suggestions to help ensure the success of your event.

### II. Mission Statement

The mission of the ULM Student Center & SUB is to provide students, faculty, staff, alumni and guest with quality facilities, services, programs, and learning opportunities.

In addition, we want to assist our students to become successful in their life ambitions, establish lifelong friendships, and become productive citizens in a culturally diverse complex society.

### III. History of the Student Center and Student Union Building

Built at a cost of $90,000 in 1938, the Student Center, also known as the Social Hall or Social Building was the first building built on the campus which up until that time had consisted of the Administration Building (named T.O. Brown Hall in 1944). The Student Center was dedicated to be a place for the students. The first floor consisted of a cafeteria, social room (containing a fireplace faced in Belgian black marble), a post office and a small store. The second floor served as a dormitory for athletes.

On October 5, 1962 Northeast Louisiana State College officially opened its new College Union Building. At the conclusion of the ceremony, the building was open for students.

Roy Johns and John Neel, the architects, presented the keys to President George T. Walker who in turn passed the keys to Bill Bobo, Student Body President and Dr. Fred J. Vogel, Dean of Student Services. Mrs. George T. Walker cut the ribbon across the main entrance. The ceremony was attended by Mayors Alan Norris and W.L. Howard of West Monroe and Monroe.

The Union Building contained an eight-lane bowling alley, a 220 seat theatre, barber shop, dining patio, photography shop, two large commuter lounges as well as stereo, TV, game and meeting rooms. The theatre was available for plays, lectures, and exhibits. The main floor contained two dining areas.

The Union Building was built as an addition to the original Student Center building at a cost of $490,861. In 1971, when the university changed its name to Northeast Louisiana University, the College Union Building (CUB) was changed to the Student Union Building (SUB).

[The Building of a University by George T. Walker]

The Student Center and Student Union Building was completely renovated during 2005 and 2006. The new facilities opened in January 2007. The renovations were funded entirely by student self-assessed fees.

### IV. Offices Located in the Student Center (SC)

Campus Activities Board (CAB) - SC Room 244

Office of Student Development - SC Room 257

Greek Life - SC Room 256

Office of Student Life and Leadership - SC Room 245 (Front Desk)

Office of Student Services - SC Room 239

Scheduling Office (Room Reservations) - SC Room 243

Spirit Groups (Hawkline, Cheerleaders, Mascot) - SC Room 248

Student Government Association (SGA) - SC Room 151

### V. Offices Located in the Student Union Building (SUB)

ARAMARK Food Services Director - Room 121

 ULM and United States Post Office - Room 112

### VI. Hours of Operation

\*Normal operating hours for the *Student Union Ballrooms* are:

Monday- Thursday: 7:30 am to 9:00 pm

Friday: 7:30 am to 12:00 pm

Saturday: Closed

Sunday: 3:00 pm to 9:00 pm

*\**On nights where no events are scheduled in advance, the Student Center and SUB will be closed. The Scheduling Office may accommodate events outside the normal posted hours. Please consult the Scheduling Office, SC Room 243, for additional information.

*Holiday and Summer hours will vary with the university calendar.*

### VII. Rooms for Meetings in the Student Center & SUB

In general, events at the *Student Center and SUB* are limited only by the size of the venue requested. Listed on the following page are room details and seating for the Student Center and the SUB.

There is no charge for meetings and events during the above hours of operation, ***unless you answer “yes”*** to one of the following questions:

 1. Will money be exchanged at the event? (ticket sales, t-shirt sales, donations)

 2. Will the event be held before or beyond regular hours of operation?

 3. Will alcohol be served?

 4. Is the general public allowed to attend? (case by case basis)

\*\*If you answered “yes” to any of the above questions, then you will be required to have University Police at your event. Your group or department must schedule UPD at least 10 days in advance of your event.

University Police has a **three (3) hour minimum charge per officer**. The rate is $25 per hour for non-alcoholic events and $30 per hour if alcohol is present.

A $10 per hour supervisor fee will also be assessed for After Hour events. Payment **must** be made at the time of the event to the University Police and the Supervisor.

 If an RSO is selling or charging for anything, then the RSO pays the hourly room charge plus the supervisor and university police hourly rate.

Information Booth Charge

There will be a $100 per day charge for the information booth only if the renter is a community member, or organization.

\*The price list can be viewed at <http://www.ulm.edu/studentaffairs/sub_pricelist.html>

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| ***Student Center*** |
| **Room Number** | **Room Type** | **Capacity** | **Rental Rate** | **AV** |
| 160 – conference table & chairs | Conference | 12 - 15 | $10/hr or $50 day | **No** |
| 161 – theater style with head table | Medium Meeting | 35 - 40 | $10/hr or $50 day | Yes |
| 162 – theater style with head table | Small meeting | 20 - 25 | $10/hr or $50 day | **No** |
| 163 – conference table & chairs | Conference | 12 - 15 | $10/hr or $50 day | Yes |
| 170 – classroom desks | Large Meeting | 60 - 70 | $10/hr or $50 day | Yes |

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| ***Student Union Building*** |
|  | **Room Number** | **Room Type** | **Capacity** | **Rental Rate** | **AV** |
| SUB Ballroom | Ballroom (all) | Multi-use | 400 banquet style but all cannot see podium/stage.350+ theater style but all cannot see podium/stage | $1000 / 12 hrs-community$400 / 12 hrs or$100 / hour for student groups | Yes |
|  | Ballroom A,B,D¾ of ballroom. | Multi-use | 350 banquet style but all cannot see podium/stage.300+ theater style but all cannot see podium/stage. | $750 / 12 hrscommunity or$300 / 8 hours$75 / hour for student groups | Yes |
|  | Ballroom A | Multi-use | 250 – theater75 – workshop150 – banquet | $500 / 8 hrs.community or$250/8 hours or$60 / hour for student groups | Yes |
|  | Ballroom B | Multi-use | 100 – theater45 – workshop48 – banquet | 60 / dayfor student groups~~$~~ 150/ day for community | Yes |
|  | Ballroom C | Multi-use | 60 – theater30 – workshop | $40/ for student groups$100 / day for community groups | Yes |
|  | Ballroom D | Multi-use | 175 – theater65 – workshop | $80 / for student groups$ 200 / day for community | Yes |
|  | Ballroom E | Multi-use | 70 – theater36 – workshop | $ 10 / hr or$ 75 / day | **No** |
|  | Ballroom B & D | Multi-use | set up varies | $100 / day for student groups$ 250 per day for community | Yes |
|  | Ballroom B,C,D,E,Foyer | Multi-use | set up varies | $120/for student groups$400 day community | Yes |

**VIII. Set-Up Options (all options are not available for all rooms):**

 Banquet Style Hollow Square

  

 Conference Style Workshop Format

  

 I-Shape

 

 

 T-Shape U-Shape

  

 Theater Style

 With or without center aisle

 

 

 

 

**IX. Table Format**

**Table Reservations & Locations**

Table reservations may be made in the Student Union Scheduling Office located in the SC Room 243. The number of tables scheduled in the SC/SUB and their location shall be determined by the Student Union Scheduling Office. The following restrictions apply to all table reservations.

* Use shall be priority to Recognized Student Organizations (RSO) and university departments.
* No organization or department can reserve table space for more than five (5) days in a month.
* Each user must display a computer generated or professional sign no less than 8.5” X 11” signifying the name of the organization reserving the table.
* Tables and chairs are not to be moved from their designated locations around the *Student Center* *and SUB.*
* Organizations may be required to “rotate table locations” when used on a weekly basis.
* A maximum of three groups per day will be allowed at the designated locations around the SUB.

**Table Locations**

North Overhang (3), East Overhang (1), South Food Court Entrance (1), East Food Court Entrance (1)

**X. 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 Life and Leadership (SC Room 258) for administrative details.

* All student organizations must be registered through the Student Affairs Management System (SAMS) to become a RSO, prior to scheduling any university facilities.
* All Recognized Student Organizations (RSO) must submit an event request on the Student Affairs Management System (SAMS).
* Complete a room reservation form in the Scheduling Office located in the SC Room 243.
* **Do NOT publicize your event until you have a written confirmation from the Scheduling Office.**

**XI. Reservations**

**Who May Make a Reservation? (A request is NOT a confirmation.)**

In order to promote fairness, the ULM Student Center and SUB will be scheduled on a first come, first serve basis. Only ULM Recognized Student Organizations (RSO), University Departments, and University Community Groups may request extended reservations, such as weekly, monthly, or semester meetings.

**Priority Request**

ULM Recognized Student Organizations (RSO), official university departments, and other administrative units will be given priority on use of the Student Center and SUB

**Requesting a Reservation**

A reservation may be requested by submitting a completed and signed Event Request Form to the Scheduling Office located in the Student Center Room 243. Request must be turned in fourteen (14) days in advanced. The Scheduling Office will confirm your reservation by e-mail. The request form can also be located on-line at <http://www.ulm.edu/studentaffairs/reservations.html>

**Changing a Reservation**

To change a reservation, the original requester must contact the Student Union Scheduling Office at 342-5233 between the hours of 8:00 A.M. to 4:30 P.M. Monday through Thursday and 8:00 A.M. to 11:00 A.M. on Friday. All changes must be made in writing at least two (2) working days in advance.

**Cancelling a Reservation**

Notice of a reservation cancellation must reach the Student Union Scheduling Office no later than 48 hours prior to the date of the event. Failure to comply with this procedure may result in forfeiture of deposit (if applicable), loss of reservation privileges for your group, or assessment of applicable room charges. Only the individual(s) or group that made the reservations will be authorized to cancel a reservation.

**After Hours Event Policy**

While the Student Center and SUB operating hours are extensive and 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 upon the number of participants, or the nature of the activity, the sponsoring group will be required to pay for additional staff and/or additional overtime for security or custodial personnel. An hourly fee will be charged for each hour the building remains open and our staff is on duty. The time will be rounded up to the nearest whole hour. The late fee charge will be in addition to any applicable room rental charge.

**Holiday Meetings for an RSO**

Both locations are available on nights and weekends, so long as the event does not fall on a university holiday or break. Unless otherwise notified, the Student Union Scheduling Office will assume that your RSO will not meet during holiday and semester breaks.

**No-Shows**

Please be sure to cancel any rooms reservations that you do not plan to use at least 48 hours prior to your scheduled reservation. Rooms will be monitored and “no shows” will be logged into the scheduling system. With two (2) reported “no shows,” the Scheduling Office reserves the right to charge for the missed reservation or cancel future room reservations for that group.

**XII. Publicizing your Event**

When publicizing your event, please indicate that it will take place in the *Student Center* or *SUB* followed by the room name and/or number. Be sure to include Day, Date, and Time. Have your completed flyer (max size is 11” X 17”) approved by the Office of Student Life & Leadership (SC Room 255). Refer to the ***ULM Posting Policy***, located in the Student Policy Manual-Organizational Handbook before distributing or posting your flyers. All departments and organizations are required to utilize the posting strips located in every building. **NO FLYERS OR POSTERS ARE TO BE PUT ON ANY GLASS SURFACE.**

**XIII. Amplified Sound**

Amplified music, such as a live band or DJ inside the SUB is restricted to the Ballroom area.

Non-amplified music, such as an acappella singing in meeting rooms should be kept to a low volume so as not to disturb meetings in adjacent rooms. ***Amplified sound may be*** ***restricted outdoors on weekdays during class times***.

**ULM and Local Radio Remotes**

The RSO must register on SAMS at least seven (7) days in advance through the Office of Student Life and Leadership (SC Room 258) prior to setting up. All other remotes must go through the Scheduling Office to reserve the event.

**XIV. Decorations**

All decorations require approval from the Scheduling Office at least two (2) weeks prior to the event. 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 supervising staff is required.

* Prohibited items:
	+ Taping, stapling, gluing or otherwise attaching items to any walls, doors, curtains, windows, posts, columns, floors or ceilings
	+ Glitter and confetti
	+ Fog machines and bubble machines
* Items with Restrictions:
	+ Candles may be used as part of table centerpieces only and must be housed in glass containers.
	+ Unsecured helium tanks cannot be brought into the SC or SUB. If helium is needed for decorations, please contact the Scheduling Office for the proper procedures.

**XV. Candles**

No candles may be used in the Student Center or Student Union Building without the approval of the Scheduling Office. Approval for candles must be obtained at least one week prior to the event.

**XVI. Serving Food & Clean-up**

**The rooms of the SC and SUB must be left as you found them**. If you serve food at your event, or if the event is catered and clean-up is not included in the catering contract, **clean-up is your responsibility**. All trash should be put in the large dumpster located outside in the back of the SUB. All spills need to be cleaned immediately. No plates, cups, napkins, serving platters, food or other event-related items may remain in the room when the event is over. If you do not remove items from the room after your event, you may be assessed a fee for not cleaning up properly.

**XVII. Catering**

Full service catering on the ULM campus is provided by our food service provider ARAMARK. Kitchen and preparation areas are the responsibility of ARAMARK and may not be used by any organization or department unless specific permission is granted by the Director of Food Services or their designee.

For University groups, food purchases may be charged to university accounts and paid through an Interdepartmental Request. ARAMARK accepts cash, check, Visa and MasterCard prior to the event.

ARAMARK offers a diversity of options at various price levels. For more information contact the ARAMARK catering coordinator at 342-3605 or go to http://www.campusdish.com/en-us/cssw/univlamonroe/catering/.

**XVIII. Safety**

The ULM Student Center, SUB and the University Police Department work together to provide a safe and secure environment for students, guests and patrons. When an event is determined to be one that requires University Police, the client will be advised to contact them and make the necessary arrangements. University Police must be contacted a minimum of 10 days in advance of your event. UPD may be contacted at 342-5350.

Failure to secure University Police assistance when required will result in the cancellation of the event. University police require a three (3) hour minimum charge per officer.

**XIX. Alcohol Policy**

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

General Guidelines:

1. The RSO, university departments, and other groups must follow the Alcohol Policy as stated in the Student Policy Manual.
2. It is a violation of Louisiana law to serve alcohol to anyone under 21 years of age. Lack of knowledge of the person’s age shall not be a defense.
3. Third party vendors and/or bartenders are required and must be licensed and certified by the State of Louisiana.
4. Any group planning a function that is likely to be attended by individuals under 21 is strongly discouraged from serving alcohol to anyone at the function. 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 Office of Student Services, as part of the approval 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. Such precautions might include:
	* A sign on the bar that says “Over 21 Only” and an instruction to the bartender to ask for proof of age whenever there is any doubt that an individual is 21.
	* Stamping of hand if over 21, or by placing a wristband on the ones who are legal.

It is the host group's responsibility to be certain that individuals under the age of 21 not be served any alcohol.

1. All alcoholic 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 are requested by the user group. There are no storage facilities for alcohol at the Student Center or SUB. Consequently, the user group must bring the alcohol immediately before the event and remove it immediately after the event ends.

**XX. No Smoking Policy**

The policy applies to all University faculty, staff, students, visitors, and contractors. Tobacco use includes but is not limited to: smoking (cigars and cigarettes), smokeless tobacco (dipping), and chewing tobacco.

The use of tobacco products is prohibited in all university buildings and leased spaces. This prohibition area applies to any area enclosed by the perimeter (outermost) walls of the building, including restrooms, storage areas, balconies, and stairwells.

Use of tobacco products are prohibited within 25 feet of any building entrance, air intake duct, and window.

The sale, distribution, or advertisement of tobacco products is prohibited in University buildings and public areas.

**XXI. Children**

Please remember, at no time during an event should children be allowed free reign in the buildings stairwells, lobbies, balconies, or hallways where they can get hurt, lost, or cause damage to items in the facility. We ask that you please alert your guests with children of the need to exercise care.

**XXII. Damages**

It is expected that all meeting and ballroom spaces will be returned to their original condition and set-up at the completion of your meeting/event. Individuals or groups reserving space will be charged for any damages to the *Student Center or SUB* facilities or equipment. The charges will be equal to the cost of repairs. Damages shall be itemized through an inspection by the SC/SUB staff on duty at the time of the event. Damages to facilities could result in the loss of reservation privileges in addition to forfeiture of deposit.

**XXIII. Equipment**

No equipment may be removed from the SC and SUB by a community member, student, or ULM staff member without the written permission of the Scheduling Office.

**XXIV. Liability Insurance for Private Functions and Community**

Private functions and Community using university facilities are required by Louisiana State Law to furnish an appropriate liability insurance policy covering participants and spectators no later than seven (7) calendar days prior to the event.

**\*\*Your event will not be confirmed until the Insurance Policy is received.\*\***

Such policy is to be made in favor of the University of Louisiana at Monroe, with minimum coverage requirements of $1,000,000 property damage; $1,000,000 per person; and $1,000,000 per accident.

If deemed necessary, the RSO may also be required to purchase insurance for special events.

**XXV. Payment for Private Functions and Community**

Fees for rental of rooms will be paid directly to the Scheduling Office in the Student Center Room 243. We accept cash, check, and money order only. Please make payable to ULM SUB.

The Student Center and SUB will not be reserved until the reservation agreement is returned with a 50% deposit. Cancellations will be honored up to 4 weeks prior to the event. Any cancellations after this period will result in a non-refundable deposit.

**XXVI. Liability for Personal Items**

The University of Louisiana at Monroe will not be responsible for personal items such as laptops, purses, cell phones, etc. brought into the buildings if lost, stolen, or damaged. Items of significant value found, may be held in the Scheduling office up to seven (7) day after an event. Any items not claimed after seven (7) days will be turned over to the information desk.

**XXVII. Parking**

No reserved parking is available around the buildings. Parking to the east of the building, in the circle drive, is prohibited. Please park in designated parking spots. On nights and weekends, all parking spaces (except reserved handicapped) around the facilities are available for general use. Handicapped parking spaces are for patrons with handicapped parking permits **(strictly enforced).**

**\*For more information on parking availability please contact UPD 342-5230**

**XXVIII. Information Center/ Lost & Found**

The main information center is located on the first floor of the SUB, in the food court area. On campus event locations and times are available from this desk. The Information Center also serves as the ***Lost and Found*** for the SC and SUB. ***University Maps*** and local information can also be obtained from this location.

**XXIX. Student Lounge**

A student lounge can be found in the lobby of the Student Center, Room 143. The lounge provides chairs to kick back and relax. Wireless Internet is available. The lounge offers a drink and candy machine so you can munch while being comfy in between classes.

**XXX. Commuter Lockers**

Commuter lockers are available on a daily basis for student use. They are on the first floor of the SUB. The lockers are on a first come, first serve basis and cost 25¢ per use, which is refundable.

**XXXI. Food Court**

**Eateries**

At ULM, our mission is to provide the students, faculty, staff and community with outstanding service, great food and a friendly atmosphere. Our retail food court, operated by *ARAMARK*, *Inc.* is located on the first floor of the SUB and features a great variety of choices, including:

* ***Chick-fil-A,*** serves sandwiches, salads, wraps, and nuggets made with tender 100% chicken breast; side items include waffle potato fries and desserts, sipped down with lemonade and sweet tea.
* ***Subway***,the # 1 sandwich franchise in 2005 according to Entrepreneur Magazine, which serves sandwiches with fresh baked breads & salads.
* ***Grille Works***, stop in to enjoy a hot breakfast and stick around for lunch and dinner too; serves grilled sandwiches with appetizers including familiar favorites like French fries, onion rings, and mozzarella sticks; also serves quesadillas and taco salads.
* ***Einstein’s*** , features freshly brewed gourmet coffee.
* ***Loco Rico****,* is the place to go if you like burritos, nachos, and chips and queso.

**Hours of Operation:**

 Monday – Thursday 7:00 am – 9:00 pm

 Friday 7:00 am – 2:00 pm

Saturday & Sunday Closed

**XXXII. Directions to the Student Center & Student Union Building**

Destination: 601 Bayou Drive, Monroe, LA 71209

* + **From Hwy 165 South:**

1. Take the DeSiard Street Exit / US-80 / US-165 Business for 0.2 miles.

2. Turn right onto DeSiard Street for 0.5 miles.

3. Turn left onto Bayou Drive for 0.1 miles.

* + **From Hwy 165 North:**

1. Turn LEFT onto Tower-Armand Street for 0.3 miles.

2. Turn RIGHT onto University Avenue for 0.2 miles.

3. Turn LEFT onto Mitchell Drive for 0.1 miles.

* + **From I-20 West (Jackson):**
		1. Merge onto US-165 North via EXIT 118B toward Bastrop for 1.5 miles.

 2. Take the DeSiard Street Exit / US-80 / US-165 Business for 0.2 miles

 3. Turn LEFT onto Bayou Drive for 0.1 miles.

* + **From I-20 East (Shreveport):**
1. Take the US-165 exit- EXIT 118A-B- toward Bastrop / Columbia for 0.2 miles.
2. Merge onto US-165 North via EXIT 118B on the LEFT toward Bastrop for 1.7 miles.
3. Take the US-165 Business / US-80 / DeSiard Street ramp for 0.2 miles.
4. Turn RIGHT onto DeSiard Street. Continue to follow DeSiard Street for 0.5 miles.

Turn LEFT onto Bayou Drive for 0.1 miles