

UNIVERSITY OF LOUISIANA MONROE

Bayou Pointe Student Event Center

RESERVATION GUIDELINES & PROCEDURES

Welcome

The 37,000 square foot facility of the ULM Bayou Pointe Student Event Center (Bayou Pointe) will provide indoor and outdoor venues for many different types of events such as meetings, lectures, workshops, conferences, banquets and social functions. Our experienced staff is ready to provide guidance and suggestions to help ensure the success of your event.

University of Louisiana Monroe Mission Statement

The University of Louisiana at Monroe seeks students who find value in our programs and prepares them to compete, succeed, and contribute to an ever-changing global society through a transformative education.

Division of Student Affairs Mission Statement

The Division of Student Affairs leads the "students first" initiative by collaborating with students, faculty, and staff to create an institutional climate that is safe, welcoming, and supportive.

This initiative seeks to challenge and maximize opportunities for student engagement, learning, leadership, and success through high quality programs and services that foster the intellectual, social, physical, emotional, cultural, multicultural, and personal growth of all students.

Department of Auxiliary Enterprise Administration - Mission Statement

The mission of the Auxiliary Enterprise Administration at the University of Louisiana Monroe is to serve the campus community by providing services, which support campus life for students, faculty, staff, alumni, corporate partners, and visitors to the University.

The ULM Office of Auxiliary Enterprise Administration is committed to fostering an environment, which promotes diversity, growth, and educational opportunities for our students.

The goal of the ULM Office of Auxiliary Enterprise Administration is to contribute to the strategic mission of the University and enhanced student development through the support of campus housing, campus dining services, University bookstore, and other auxiliary services and facilities.

Event Services Department - Mission Statement

The ULM Event Services Department provides a clean, safe, and welcoming environment for ULM and surrounding communities with a professional and collaborative staff. In support of the University's educational mission, Event Services will provide high quality support to events and activities that will enrich the student experience, provide added value to the University, and increase efficiency in University operations. ULM Event Services seeks to be known and sought after as a prominent partner that advances the University mission by raising the standards of the campus experience for students, staff, faculty, alumni, and guests with a reputation for the highest quality of service and facilities.

History of Bayou Pointe (formerly Oxford Natatorium)

Built at a cost of \$ 1.9 million in 1978, Oxford Natatorium was the first Olympic size pool in Northeast Louisiana. Built as a "recreation pool" for ULM students, NCAA men and women's swim teams were added in 1980. For over 35 years, Oxford Natatorium hosted numerous events, including but not limited to, age group swimming, collegiate meets, scuba classes, water aerobics and numerous Intramural events. In 2012, the YMCA leased the facility for a short period of time and in April 2014, the Natatorium was closed. Through the initiative of ULM Students and the Student Government Association (SGA), the students requested the Natatorium be converted into a Student Event Center. \$7,000,000 in requested funding from the Student Activity Enhancement Fund was approved in the fall of 2015 to renovate Oxford Natatorium into a Student Event Center with ballrooms, spirit group practice area, a small theater with reception area, and outdoor social deck. Renovated Bayou Pointe opened in March 2018.

Hours of Operation (Bayou Pointe Office)

*Normal operating hours for Bayou Pointe office are:

Monday - Thursday:	7:30 am to 5:00 pm
Friday	7:30 am to 11:30 am
Saturday	Closed (or by appointment only)
Sunday	Closed (or by appointment only)

Holiday and summer hours will vary with the university calendar.

Safety/UPD

If you answer “yes” to any of the below questions, you **will** be required to have University Police at your event and regular RSO/Department rates may apply. Your group or organization will be responsible for payment directly to UPD officers prior to your event’s end.

The ULM Event Director will secure officers for non-university groups. University Police has a **three (3) hour minimum charge per officer**. The flat rate for 3 hours or less is \$100 per officer; anything over 3 hours will be charged at a rate of \$35 per hour.

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 (for the Hangar)?
3. Will alcohol be served?

Fronting

The responsible party on the contract must be present at the event. An individual or group may not “front” for another organization, for a community group, or for an individual for the purposes of getting reduced fees for an individual or group that are not eligible for “reduced rates.” Any RSO or department fronting for another group or individual will lose all privileges to use Bayou Pointe for one calendar year from the time of the infraction.

Exceptions

Recognizing the university and the region have diverse cultural, social, educational, and business needs, exceptions to this policy may be granted by the Vice President of Student Affairs, with approval from the President of the University.

Prior to your Event (for RSOs)

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 RSOs must be registered through the Office of Student Life and Leadership prior to scheduling any University facilities.
- ◆ All RSOs must submit an event request on the Student Organization Management System – **WINGSPAN**.
- ◆ Complete a room reservation form online at www.ulm.edu/bayoupointe or in the ULM Event Scheduling Office located in Bayou Pointe room 102.

Do NOT publicize your event until you have a written confirmation from the Bayou Pointe Scheduling Office, The Hangar, or The Terrace and written approval from the Office of Student Life and Leadership.

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 Bayou Pointe Scheduling Office reserves the right to charge for the missed reservation or cancel future room reservations for that group.

Holiday Meetings for an RSO

Unless otherwise notified, the Bayou Pointe Scheduling Office will assume that your RSO **will not** meet during holiday and semester breaks.

Reservations

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

In order to promote fairness, Bayou Pointe will be scheduled on a first come, first serve basis for university groups.

Priority Request

ULM Recognized Student Organizations (RSOs), official university departments, and other administrative units will be given priority on use of Bayou Pointe.

If necessary, a priority request system will be used.

1. Recognized Student Organizations (RSOs)
2. University-Wide functions
3. University Departments
4. Private functions and Community

How to Make a Reservation

All reservations are made online at www.ulm.edu/evenservices. Generally, reservations for events must be made fourteen (14) days in advance: for any day and time Bayou Pointe is open, and as far in advance as the University Calendar is set.

The Bayou Pointe Scheduling Office will tentatively confirm your reservation by e-mail. Your acceptance of the **tentative** confirmation, with a return email, will be your official notification. (*Documentation such as Insurance and liability waivers along with any deposit required must be received two weeks prior to the event.*)

Changing a Reservation

To change a reservation, the original requestor must contact the Bayou Pointe Scheduling Office at 342-1900 between the hours of 8:00 am to 4:30 pm Monday through Thursday and 8:00 am to 11:00 am on Friday. All changes must be made in writing (e-mail) at least two (2) working days in advance.

Cancellation/refunds

Cancellations will be honored up to 30 days prior to the event. Any cancellations after this period will result in a reduced or non-refundable deposit.

Event day will count as day one (1).

Cancellations one month (30 calendar days) from the event will receive a full refund.

Cancellations between 15 and 29 calendar days from the event will receive a 50% refund

Cancellations two weeks (14 calendar days) from the event will not receive a refund.

After Hours Event Policy

While Bayou Pointe 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 upon 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.** An hourly fee may be charged for each hour the building remains open and our staff is on duty. Time will be rounded up to the nearest whole hour. The late fee charge will be in addition to any applicable room rental charge.

Publicizing your Event (RSOs)

When publicizing your event, please indicate that it will take place at the ULM Bayou Pointe Student Event Center 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.**

Amplified Sound

Amplified music, such as a live band or DJ, must have prior approval from the Bayou Pointe Director. All music must be “radio friendly”.

Amplified music 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 during certain times.

ULM and Local Radio Remotes (RSOs)

The RSO must register on Wingspan 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 Bayou Pointe Scheduling Office to reserve the event.

Decorations

All decorations require approval from the Bayou Pointe 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.

***Please note** that you MAY NOT back your vehicle up to the front entrance of Bayou Pointe. To unload your decorating items, you may use the catering entrance or pull vehicle around to the back patio. If you pull onto the patio, you cannot drive your vehicle past the doors of Spirit Hall and you must move your vehicle to an appropriate parking spot immediately after unloading. **Failure to comply will result in forfeiture of your deposit.**

Prohibited Items:

- Taping, stapling, gluing, or otherwise attaching items to any walls, doors, curtains, windows, posts, columns, floor, or ceilings
- Glitter and confetti
- Fresh flower petals cannot be used on the floor
- Unsecured helium tanks cannot be brought to Bayou Pointe. If helium is needed for decorations, please contact the Bayou Pointe Scheduling Office for proper procedures.
- Fog machines and bubble machines
- Sparklers may only be used outside and away (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

Candles may be used as part of table centerpieces only and must be housed in glass containers.

Serving Food & Clean-up

The rooms and parking lots of Bayou Pointe must be left as you found them. 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 Bayou Pointe. 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 will be assessed a fee for not cleaning up properly or clean-up fees will be deducted from your deposit. _If you choose, you may pay a \$300 clean-up charge for additional custodial staff.

Please note: Clean-up includes adjacent parking lots used for your event.

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. The food service provider agrees to pay Bayou Pointe 8% of the total gross sales (less taxes) reported after each event. Coordination of delivery must be made with the Bayou Pointe 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 will provide you with a list of approved caterers. *Due to it’s contract with ULM as our food service provider, Aramark Catering is exempt from the 8% catering fee.

Kitchen Warming Facilities

Kitchen warming facilities are available for caterers to use. Bayou Pointe does not have “cooking” facilities. Warming ovens, prep areas, and ice machines are available.

Alcohol Policy

Alcoholic beverages (including mixed drinks, beer, wine, and 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 Bayou Pointe 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 licensed vendors and/or bartenders are required and must be licensed to sell and serve off-premise and certified by the State of Louisiana. Bartender's license must be on file at least 2 weeks prior to the event. Special event permits may need to be secured from the City of Monroe. Proof of license and certifications may be required if not on file with the University.
4. 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 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 Life and Leadership, 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.
 - ★ For RSOs a University Police Officer will be required to check IDs and issue wristbands.

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

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. Under no circumstances are guests of the event allowed to bring their own alcohol. If such an event occurs, Bayou Pointe reserves the right to immediately shut down the event. UPD must be present at all times alcohol is present in the facility. There are no storage facilities for alcohol at Bayou Pointe. Consequently, the user group must bring the alcohol immediately before the event and remove it immediately after the events ends.

No Smoking Policy

Use of tobacco products are prohibited anywhere on the ULM campus.

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), E-Cigarettes, Juuls, vapes, 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, patios and stairwells.

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

Children

Please remember, at no time during an event, should children be left unattended in the building, lobbies, deck areas, 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.

Damage/Clean-Up Deposit

A \$500 damage/clean-up deposit is due 2 weeks in advance of the event for non-university groups and individuals. 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 Bayou Pointe or equipment. The charges will be equal to the cost of repairs. Damages shall be photographed and itemized through an inspection by Bayou Pointe staff on duty at the time of the event. Damages to facilities could result in the loss of reservation privileges and forfeiture of deposit. Once post-event inspections are completed and no damage is found, damage deposits will be refunded via check no later than fourteen business days after the event.

**This damage/clean-up deposit applies to entering areas of Bayou Pointe not included in facilities rental, as well as taking items from Bayou Pointe storage rooms and break rooms without the permission of Bayou Pointe staff.

Equipment Removal

No equipment may be removed from Bayou Pointe without the written permission of the Bayou Pointe Scheduling Office.

Liability Insurance for Private Functions and Community

Private functions and Community using university facilities are required to furnish an appropriate liability insurance policy covering participants and spectators no later than two (2) weeks prior to the event.

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

Non-university groups MUST furnish a certificate of insurance prior to the event reflecting appropriate liability insurance covering participants, guests, and spectators. This policy shall be made in favor of the University of Louisiana at Monroe with a minimum coverage of:

\$1,000,000 personal liability per person

\$1,000,000 per accident.

\$1,000,000 property damage

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

Payment for Private Functions and Community (Deposits)

Fees for rental of rooms will be paid directly to the Bayou Pointe Scheduling Office in Room 102. Only credit cards, checks, and money orders are accepted. Please make checks payable to ULM Bayou Pointe Student Event Center.

Deposit & Confirmation

Non-university groups must pay a 50% deposit to temporarily hold your date. The balance plus the \$500 security deposit must be paid two (2) weeks prior to the event.

Liability for Personal Items

The University of Louisiana Monroe will not be responsible for personal items such as laptops, purses, cell phones, etc. brought into the building if lost, stolen, or damaged.

Parking

No reserved parking is available around the building. The parking lot to the north of Bayou Pointe is available (across from Fant-Ewing Coliseum). 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 assigned to them. **(strictly enforced).**

There is no parking allowed on grass, sidewalk areas, or Presidential Parking. These vehicles may be towed.

Lost & Found

Lost and Found items will be secured by in the Bayou Pointe Scheduling Office. Contact the office at 318-342-1900 to identify the item lost and arrange a time to pick up the item. During weekend events, items may be taken to the University Police office located at 3811 DeSiard St. in Filhiol Hall. You may call 318-342-5350 to check on your lost item.

Bayou Pointe Event Center Rates

Room	Type of Rate	Price
Cypress Hall + Patio & Deck	Community	\$3,500
	Active Alum	\$3,000
	Non-profit	\$2,200
	RSO/Dept.	\$1,400
Bayou Room	Community	\$2,000
	Active Alum	\$1,700
	Non-profit	\$1,250
	RSO/Dept.	\$650
DeSiard Room	Community	\$1,500
	Active Alum	\$1,275
	Non-profit	\$950
	RSO/Dept.	\$500
Lagniappe Theater	Community	\$700
	Active Alum	\$500
	Non-profit	\$450
	RSO/Dept.	\$280
Lagniappe Reception Hall	Community	\$400
	Active Alum	\$300
	Non-profit	\$250
	RSO/Dept.	\$100
Spirit Hall	Community	\$3,000
	Active Alum	\$2,500
	Non-profit	\$1,875
	RSO/Dept.	\$1,200
Outdoor Patio & Deck	Community	\$2,000
	Active Alum	\$1,700
	Non-profit	\$1,250
	RSO/Dept.	\$500

NOTE: LOCAL SCHOOLS (K-12) WILL PAY NON-PROFIT RATES FOR SPECIAL EVENTS

Active Alumnus is someone who has been a lifetime member of the ULM Alumni Association for over a year or a yearly member for the past five (5) years. Recent graduates qualify for the Active Alumnus rate when becoming a member of the ULM Alumni Association within 30 days of graduation.

- Additional room(s) for same day use will be charged at 20% of daily rate. Discount is applied to the lowest room rate.
- Rates are for the day of the scheduled event ONLY. Clients will have access to the facility at 8am the morning of their event and must be fully out of the facility no later than 11:59pm (this includes all guests, food, trash, alcohol, and décor).

- If available, the facility may be rented the day before your event for 20% of the total rental costs. On this additional day, clients will have access to the facility from 8am-5pm.
- An optional \$300.00 cleaning fee is available. If the cleaning fee is not paid, clients will be responsible for all trash before, during, and after the event. Failure to remove all trash after the event will forfeit the security deposit.
- A \$ 500.00 damage deposit will be charged. (fully refundable if no damages occur)
- Non-University groups may be REQUIRED to hire University Police for their event. The UPD Special Events Staff and the Bayou Pointe Director will determine the number of officers needed. UPD officers are paid a flat rate of \$100 for a minimum of 3 hours. Any event requiring more than three hours of work will pay the officers \$35/per hour. For any event where alcohol is present or money is being exchanged, UPD officer(s) are required to be on site 30 minutes prior to guests arriving and will leave 30 minutes after guests have left. UPD officers are required to stay on the premises until the facility is vacated.
- RSO events must be approved by the Office of Student Engagement, **prior** to scheduling Bayou Pointe for an event. UPD may be required.
- Current ULM Students & Faculty/Staff will pay Active Alum rates for personal event in which they are hosting.

Directions to Bayou Pointe Event Center

Destination: 1 Warhawk Way, Monroe, LA 71209

○ **From Hwy 165 South:**

1. Take the US-165 Business / US-80 / DeSiard Street ramp for 0.2 miles.
2. Turn RIGHT onto DeSiard Street for 0.5 miles. (Past KFC) get in left lane
3. Turn LEFT onto Warhawk Way for 0.1 miles. (at Red Light)
4. Bayou Pointe on your left as you cross Bayou Desiard.

○ **From Hwy 165 North:**

1. Turn LEFT onto Northeast Drive (Taco Bell)
2. Go straight and CROSS Bayou. 5 blocks
3. Turn RIGHT at Red light (Bon Aire Dr)
4. Turn Right at “blinking light” on Warhawk Way
5. Bayou Pointe on your right.

○ **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 for 0.5 miles. (Past KFC) get in left lane
5. Turn LEFT onto Warhawk Way for 0.1 miles. (Red Light)
5. Bayou Pointe on your left as you cross Bayou DeSiard.

○ **From I-20 West (Jackson)**

1. Take the DeSiard Street Exit / US 80 / US-165 B2
2. Turn RIGHT onto DeSiard Street for 0.5 miles. (Past KFC) get in left lane
3. Turn LEFT onto Warhawk Way for 0.1 miles. (at Red Light)
4. Bayou Pointe on your left as you cross Bayou Desiard.