



## Department of Event Services

RESERVATION GUIDELINES, POLICIES, & PROCEDURES FOR  
BAYOU POINTE EVENT CENTER, THE HANGAR, & THE TERRACE

### **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\**

### **Reservations**

All reservations are made online at [www.ulm.edu/eventservices](http://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 business hours of a submitted reservation form. Reservations will be considered secured once a rental deposit has been received. Rental deposits are due within 2 weeks of receiving the confirmation email and are ½ of the total rental fee for your event. Failure to pay the rental deposit within the two weeks may result in the loss of your reservation.

Rental of a facility gives the client access to the building from 8am-11:59pm the day of the scheduled event. The building must be completely vacated (all guests, vendors, trash, decorations) no later than 11:59pm the day of your event. Exact times the client needs access to the facility will be agreed upon by the client and ULM Event Services. Failure to comply may result in the immediate forfeiture of the security deposit and additional charges.

Consecutive days (for the same event) can be booked for 20% of the rental cost for each room rented. For the consecutive day rental, the client has access to the facility from 8am-5pm.

### **Cancellations/Refunds**

Cancellations resulting in any refund of the rental deposit made must be made in writing and submitted to the Event Service Scheduling Office located in Bayou Pointe Event Center or by email. Cancellations and full

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

- Event day counts as day 1.
- Cancellations one month (or 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.

**Payment for Private Functions and Community Groups**

Fees for room rental will be paid directly to the Event Services Scheduling Office in Bayou Pointe Event Center. Credit cards, checks, and money orders are accepted. Checks should be made payable to ULM. To secure your date, a 50% rental deposit must be made no later than 2 weeks after your confirmation email is received. The rental balance, required liability insurance, and the \$500 security deposit are due *prior* to your event day.

**Current Facility Rates**

Bayou Pointe Event Center		
Room	Type of Rate	Rental Cost
Cypress Hall + Patio & Deck	Community	\$3,500
	Active Alum	\$3,000
	Non-profit	\$2,200
Bayou Room	Community	\$2,000
	Active Alum	\$1,700
	Non-profit	\$1,250
DeSiard Room	Community	\$1,500
	Active Alum	\$1,275
	Non-profit	\$950
Spirit Hall	Community	\$3,000
	Active Alum	\$2,500
	Non-profit	\$1,875
Lagniappe Theater	Community	\$700
	Active Alum	\$500
	Non-profit	\$450
Lagniappe Reception Hall	Community	\$400
	Active Alum	\$300
	Non-profit	\$250
Outdoor Patio & Deck	Community	\$2,000
	Active Alum	\$1,700
	Non-profit	\$1,250

The Hangar		
Room	Type of Rate	Price
All Ballrooms	Community	\$1,000
	Non-Profit/Alumni	\$650
Ballrooms A,B, D	Community	\$750
	Non-Profit/Alumni	\$500
Ballroom A	Community	\$500
	Non-Profit/Alumni	\$325
<p>**To qualify for the Active Alumni rate, the organizer must have been a member of the Alumni Association for 5 years or a Lifetime Member for 1 year and can only be used for a personal event**</p>		
<p>**To qualify for the Non-Profit rate, proof of an active and in good standing 501C3 must be submitted and the event must be directly supporting or promoting the Non-Profit listed on the 501C3**</p>		

The Terrace		
Room	Type of Rate	Price
Banquet Hall, Lobby, & Terrace	Community	\$1,500
	Active Alum	\$1,200
	Non-profit	\$1,000
Lobby Only	Community	\$100 per hour
	Active Alum	\$75 per hour
	Non-profit	\$50 per hour
Seminar 1	Community	\$150
	Active Alum	\$100
	Non-profit	\$100
Seminar 2	Community	\$150
	Active Alum	\$100
	Non-profit	\$100
Lobby is rented on an hourly basis only.		
*Rates for Seminar rooms are weekday only - 7:30am-5pm unless combined with the rental of another room in the Terrace.		

When reviewing the rates for each facility, please note:

- Local schools (K-12) will pay non-profit rates for special events
- The Active Alumni rate is given to individuals who have been a dues paying member for 5+ years or someone who has purchased a lifetime membership.
- Any event receiving the Non-Profit rate must show proof of an active and in good standing 501C3. The event must be hosted by the non-profit and benefit or promote the non-profit and its mission.
- Recent graduates qualify for the Active Alumni rate when becoming a member of the ULM Alumni Association within 1 year of graduation.
- Current ULM students, faculty, & staff will pay the Active Alumni rate for PERSONAL events in which they are hosting. (See fronting policy)
- 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 vacated from the facility no later than 11:59pm the evening of the event. This includes all guests, food, trash, decorations, and vendors. It is the renter's responsibility to ensure all vendors are aware of the timeframe. Failure to be completely vacated by 11:59pm may result in the immediate forfeiture of your deposit and in additional charges.
- If available, the facility may be rented the day before your event (for the same event only) for 20% of the total rental cost. On this additional day, clients will have access to the facility from 8am-5pm.
- An optional \$300 cleaning fee is available and covers trash removal during and after your event. It is the client's responsibility to ensure all trash is properly put in provided trash receptacles if this fee is not paid.

### **Insurance Requirements**

Private functions and community groups using university facilities are required to furnish 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

For businesses or corporations who employ people and are renting the facility for an event in which employees will be in attendance, according to the State of Louisiana Office of Risk Management Procedures Manual for Insurance Language in Contracts and Indemnification Agreements, **Workers Compensation insurance** shall be in compliance with the Workers Compensation law of the State of the Lessee's headquarters. Employers Liability is included with a minimum limit of \$1,000,000 per accident/per disease/per employee.

### **Damage/Clean-Up Deposit**

A \$500 damage deposit is due prior to your event day. All meeting and event spaces are expected to be returned to their original condition and set up at the end of your meeting or event. Individuals or groups reserving space will be charged for any damage to the facility or equipment. Charges will be equal to the cost of repair/replacement. Damages will be photographed and itemized through an inspection of the Event Services staff on duty at the time of the event. Damage 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 14 business days after the event. Please note – checks will be made out to the entity/person and address given to us on the W9 that must be submitted with your reservation.

The damage deposit may also be forfeited if any person from your organization/group enters areas of the facility they are not permitted or for taking items from on-site storage rooms and break rooms without the permission of the Event Services staff.

Deposit may also be forfeited for failure to clean the facility properly before leaving.

## **Decorations**

All equipment and decorations provided by the group must be removed immediately following the event (no later than 11:59pm the evening of your event). Additional charges may be applied to your group or deducted from your security deposit 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.
- Open flames of any sort or size
- Glitter & confetti
- Fresh flower petals cannot be used on the floor.
- Unsecured helium tanks
- Fog & bubble machines
- 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 client'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 client 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 will be deducted from your security deposit.

Failure to remove all trash from the facility by 11:59pm the evening of your event may result in the forfeiture of your security deposit.

There is an optional \$300 cleaning fee available. If the client chooses to pay this fee, we will provide staff to remove the trash during and after the event. Even if the fee is paid, it is still the client'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 ground.

### **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. University Police Officers are paid \$40 per hour with a 3-hour minimum for events where alcohol is not present. If alcohol is being served at the event, officers are paid \$45 per hour. 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?
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.

The presence of University Police Officers is up to the discretion of the University even if you answered 'no' to all the above questions.

### **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. 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.

### **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. 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](http://www.ulm.edu/eventservices).

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. 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 are 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 prohibition 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.

## **Fronting**

The responsible party on 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 (Registered Student Organization) or department “fronting” for another group or individual will lose all privileges of the University facilities for one calendar year from the time of the infraction. If the non-profit status/rate is used, the hosting organization must be on file as a 501C3 in active and good standing.

For example – a non-profit organization is not allowed to use their non-profit status to host a birthday party for an individual who would otherwise be required to pay the Community rate.

## **A Little Lagniappe**

- At no time will vehicles be allowed to drive on the front walkway (in front of the entrance doors) at any of the facilities.
- 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.