



- I. Welcome**
- II. Mission Statements**
- III. Hours of Operation**
- IV. Rooms for Meeting in The Hangar & The Terrace**
- V. Prior to your Event**
- VI. Reservations**
 - a. Who may make a reservation**
 - b. Priority request**
 - c. How to make a reservation**
 - d. Requesting a reservation**
 - e. Changing a reservation**
 - f. Canceling a reservation**
 - g. After hours event policy**
 - h. Holiday meeting for an RSO**
 - i. No show**
 - j. Fronting**
- VII. Publicizing your Event**
- VIII. Amplified Sound**
 - a. ULM and local radio remotes**
- IX. Decorations**
- X. Serving Food and Clean-Up**
- XI. Catering**
- XII. Safety**
- XIII. Alcohol Policy**
- XIV. No Smoking Policy**
- XV. Children**
- XVI. Damages & Security Deposits**
- XVII. Disruptive Behavior Policy**
- XVIII. Equipment Removal**
- XIX. Insurance Requirements**
- XX. Payments**
- XXI. Liability for Personal Items**
- XXII. Parking**
- XXIII. Directions**

I. Welcome

The over 60,000 square foot facility of the Hanger will provide indoor and outdoor venues for many different types 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.

The Terrace is located on the 7th floor of the ULM Library.

The Terrace houses small meeting rooms in addition to a banquet hall. The east terrace overlooks beautiful Bayou DeSiard. The west terrace overlooks the ULM campus and the surrounding area.

II. Mission Statements

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.

III. Hours of Operation

*Normal operating hours for the *The Hangar* are:

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

Friday: 7:30 am to 12:00 pm

Saturday: 7:30 am to 12:00 pm (RSO events allowed until 9:00 pm)

Sunday: Closed

*Normal operating hours for The Terrace are:

Monday-Thursday: 7:30 am-5:00 pm

Friday: 7:30 am-11:30 am

Saturday: Closed

Sunday: Closed

*On nights where no events are scheduled in advance, The Hangar will be closed. The Scheduling Office may accommodate events outside the normal posted hours. Please consult the Scheduling Office in Bayou Pointe Event Center, for additional information.

Holiday and Summer hours will vary with the university calendar.

IV. Rooms for Meetings in the The Hangar and The Terrace

In general, events at The Hangar and The Terrace are limited only by the size of the venue requested. Listed on the following page are room details and seating for The Hangar.

For The Hangar, there is no charge for meetings and events for **Registered Student Organizations** and **University Departments** 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 the University’s regular hours of operation?
3. Will alcohol be served?
4. Is the 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. The Event Services Department will schedule the officers for your event.

University Police has a **three (3) hour minimum charge per officer**. The rate is \$35 per hour.

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.

V. Prior to your Event (RSOs and University Departments)

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 Engagement (SC Room 258) for administrative details.

- ◆ All student organizations must be registered through the Student Engagement Office to become an RSO, prior to scheduling any university facilities.

- ❖ All Recognized Student Organizations (RSO) must submit an event request on Wingspan prior to their event.
- ❖ Complete a room reservation form online at www.ulm.edu/eventservices.
- ❖ **Do NOT publicize your event until you have a written confirmation from the Scheduling Office.**

VI. Reservations – RSOs and University Departments

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

To promote fairness, the Hangar and The Terrace 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 Hangar and Terrace.

Requesting a Reservation

A reservation may be requested by submitting an online request from here: www.ulm.edu/eventservices

Changing a Reservation

To change a reservation, the original requester must contact the Scheduling Office at 342-1900 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 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.

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.

After Hours Event Policy

While The Hangar’s 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.

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 Scheduling Office will assume that your RSO will not meet during holiday and semester breaks.

Game Days

The Student Center and The Hangar will be open for reservations on home game days however, campus will be much busier, and parking will be limited.

Fronting

“Fronting” is defined by the university as any RSO and or University group using their status with the university for personal gain, ie. a discounted rate for a personal event. The responsible party on the contract must be present at the event. Any individual or group may not “front” for another organization, for community group, or for the purpose 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 The Hangar or Terrace for one calendar year from the time of infraction.

VII. Publicizing your Event (RSOs and University Departments)

When publicizing your event, please indicate that it will take place in *The Hangar or The Terrace* 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 Engagement (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.**

VIII. Amplified Sound

Amplified music, such as a live band or DJ inside the The Hangar and The Terrace is restricted to the Ballroom area.

Non-amplified music, such as an acapella 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 Wingspan at least seven (7) days in advance through the Office of Student Engagement (SC Room 258) prior to setting up. All other remotes must go through the Scheduling Office to reserve the event.

IX. Decorations

All decorations require approval from the Scheduling Office at least one (1) week 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 Hangar or The Terrace. If helium is needed for decorations, please contact the Scheduling Office for the proper procedures.

X. Serving Food & Clean-up

The rooms of The Terrace & The Hangar must be left as you found them. If your event is catered, and clean-up is not included in the catering contract and the clean-up fee is not paid, **clean-up is your responsibility.** All trash should be put in the large dumpster located outside in the back of the SUB (for The Hangar) and the back of the Library (for The Terrace). 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 cleaning fee.

XI. Catering

Only approved catering vendors may be used for your event. Coordination of delivery must be made with the scheduling office. All approved caterers have met State of Louisiana Health Code standards and have an occupational license to provide catering services.

XII. Safety / UPD

The Hangar, Terrace, 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 of the charge for the officers. Scheduling officers will be handled through the Scheduling Office. Officers are to be paid directly by the client prior to the event's end.

*All events with alcohol or money exchange will be required to have UPD.

*All community events taking place after normal business hours at the Hangar are required to have UPD present.

XIII. 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 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.

5. 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. Any alcohol consumed on the property must be brought by the host and served by a licensed bartender from a designated bar. There are no storage facilities for alcohol at the Hangar or Terrace. Consequently, the user group must bring the alcohol immediately before the event and remove it immediately after the event ends. **ABSOLUTLEY NO ALCOHOL CAN BE BROUGHT IN BY GUESTS OF THE FUNCTION. FAILURE TO ABIDE BY THIS RULE MAY RESULT IN YOUR EVENT BEING IMMEDIATELY SHUT DOWN.**

XIV. 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/vaping), 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.

XV. 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.

XVI. Damages & Security Deposits

- For all events other than University Departments and RSOs, a security deposit of \$500 will be assessed when renting The Hangar & The Terrace. The security deposit is refundable as long as no damages are incurred, and no policies and procedures have been broken.
 - ◆ Seminar rooms in The Terrace are not subject to this fee.
- 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.

- RSOs reserving space will be charged for any damages to *The Hangar & The Terrace* facilities or equipment. The charges will be equal to the cost of repairs. Damages shall be itemized through an inspection by The Hangar or The Terrace 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.
- At no time should any of the Audio/Visual Equipment be unplugged or moved from its location unless done so by a member of the Event Services staff or IT.

XVII. Disruptive Behavior Policy

Disruptive behavior, defined as; Any behavior that includes, but is not limited to, words or actions that create or have the potential to create an unsafe or hostile environment for staff or participants of an event, such as; fighting, arguing, drinking excessively, following or threatening anyone, sexual harassment, inappropriate physical contact, or harassment of the staff will result in forfeiture of your security deposit.

XVIII. Equipment

No equipment may be removed or moved from The Hangar or The Terrace by a community member, student, or ULM staff member without the written permission of the Scheduling Office.

XIX. 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.

XX. Payment for Private Functions and Community

Fees for rental of rooms will be paid directly to the Scheduling Office at Bayou Pointe Event Center. We accept cash, check, and money order only. Please make payable to ULM.

The Hangar & The Terrace 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.

XXI. 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.

XXII. Parking

No reserved parking is available around the buildings. Parking to the east of the buildings, 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**).

XXIII. Directions to The Hangar & The Terrace

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