

Department of Event Services

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

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.

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

All reservations are made online at www.ulm.edu/eventservices. Reservations are accepted on a first-come, first-serve basis. The Event Services scheduling office will tentatively confirm your reservation by email within 48 business hours of a submitted reservation form. Reservations will be considered secured once a rental deposit has been received. Rental deposits 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. 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 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.

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.

| Bayou Pointe Event Center | | |
|-----------------------------|--------------|-------------|
| Room | Type of Rate | Rental Cost |
| Cypress Hall + Patio & Deck | Community | \$3,500 |
| | Active Alum | \$3,000 |
| | Non-profit | \$2,500 |
| Bayou Room | Community | \$2,000 |
| | Active Alum | \$1,700 |
| | Non-profit | \$1,250 |
| DeSiard Room | Community | \$1,500 |
| | Active Alum | \$1,275 |
| | Non-profit | \$750 |

Spiri 15. (.25 Tm0 G(S)

| The Hangar | | |
|---------------|--------------|-------------------|
| Room | Type of Rate | Price |
| All Ballrooms | 280 | 282.17 628.18 103 |

- 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.

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.

A \$500 damage deposit is due prior to your event day. All meeting and event spaces are expected to be
