

University Conference Center

Procedure for Facility Usage

700 University Avenue – Library Suite 703 – Monroe, LA 71209 318-342-3624 (office) or 318-342-3679 (fax)

The University of Louisiana at Monroe's University Conference Center (UCC) and University House provide conference, meeting, and other hospitality services for the ULM campus and the northeast Louisiana community. Seminars, training sessions, meetings, educational and cultural events are examples of the many events the UCC and University House can accommodate.

Weddings/receptions are allowed during summer months and holidays for immediate family of ULM students, faculty, staff and alumni. Fund-raisers (non-university), political rallies and religious worship services are not permitted.

Certain non-profit and ULM organizations may be eligible for a discounted rate on the rental of the University Conference Center only. All other fees, such as catering, security, hostess fees, etc. will be charged at the current rate. Please contact Facilities Coordinator Brown at sbrown@ulm.edu or 318-342-3624 for complete information.

Catering is provided exclusively by ULM's on-campus caterers, Aramark Food Services. Aramark offers a variety of options at various price levels. Kitchen and preparation areas are the responsibility of Aramark and may not be used by any group, organization, or department unless express consent is granted by the Director of Campus Dining Services or their designee. Aramark offers a complete turnkey operation including buffet style and full-service dining inclusive of dining set up and clean up. Their services are billed separately. If alcoholic beverages are to be served, bartender(s) will be assigned by Aramark with arrangements for such finalized at the time the catering order is placed. This charge will be included in the invoice with other catering charges. For non-university groups, payment shall be made directly to Aramark. Other caterers may be used only upon the approval of Aramark. For more information, contact the Aramark catering manager at 318-342-3605 or visit their website: http://www.campusdish.com/en-US/cssw/univlamonroe.

Security by the University Police Department (UPD) is required at the following events:

- Where money is exchanged (i.e., raffle tickets, t-shirt sales, and donations)
- If alcohol is served
- Where the facility is booked by a non-university entity
- If the event is held beyond regular hours of operation (7:30 am-5:00 pm Mon-Thurs; 7:30 am-11:30 am Friday)
- Based on the number of participants attending the event. UPD will be charged with making this determination.

Security by UPD must be arranged through University Police at least two weeks in advance of the event. UPD has a three (3) hour minimum per event; UPD determines number of officers needed. Rates for university events are \$40 per hour per officer and will be invoiced by UPD to the campus entity that booked the event; Rates for non-university events are \$30 per hour per officer. UPD officers must be paid by the end of the event by the person/entity that booked the event. Phone 318-342-5350 to make arrangements.

The University Conference Center usage rates are for a 4 hour time period. Each additional hour used is prorated from the four hour rate. Rates include set up/take down of tables and chairs and use of the facility.

Rental charges also include the set up and use of audio visual equipment. Therefore, schedule your event and decorating/clean up times accordingly.

Additional charges:

- Clean-up is included in the usage fee unless alcohol is served or unless there is extensive decorating. Should such occur, a cleanup fee will be charged at the rate of \$150 to nonprofit groups, governmental agencies, ULM University and RSO groups. A \$200 cleanup fee will be charged to community related groups. The booking agent will be responsible for actual damages and for repair cost should damages occur.
- A \$20 per hour hostess fee will be assessed for events occurring outside of regular university business hours.
- It is the renter's responsibility to communicate with us in advance regarding the specific set up arrangement needed. Changes after the initial set up is complete could result in additional charges. We do not have personnel available to move tables and chairs once set up is complete.

Decoration Policy:

No tacks, nails or tape of any type may be used on walls, doors or columns. Decorative candles or other open-flame decorations are not allowed, even if contained in a votive or glass. Decoration time is allowed prior to the event during normal university business hours. Decorating time outside university business hours will be charged the prorated hourly rate of the venue used, with a two (2) hour minimum.

The University Conference Center should be reasonably cleaned and left in the same condition it was found. All decorations must be disposed of properly by the organization holding the event the **night of the event**, unless otherwise approved.

Reservations:

Event management of the University Conference Center is coordinated through Facilities Coordinator Sharon Brown. Contact Sharon at sbrown@ulm.edu or 318-342-3624. Reservation and rate forms are available at ulm.edu/auxiliary/facilities.html

Payments:

Non-University groups must pay a 50% deposit to have their reservation confirmed. The balance plus the \$200 damage deposit is due 2 weeks in advance of the event. Cancellations resulting in a refund of fees will be honored up to 2 weeks prior to the event date. Any cancellation made within 2 weeks of the event will result in the forfeit of the deposit.

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

\$1,000,000 property damage, \$1,000,000 personal liability per person and, \$1,000,000 per accident.