

## 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 mission of the University Conference Center (UCC) is to support the educational mission of the university, the promotion of which is the foremost consideration in matters of policy for the allocation of UCC resources.

**Fundraisers, political rallies, religious worship services, and dances are not consistent with the university's mission and will not be permitted.**

Recognizing that the university and surrounding community often have diverse cultural, social, educational, and business needs, the UCC Advisory Committee may grant exceptions to this policy. One such exception is weddings during summer months and holidays for ULM students and only immediate family members of faculty, staff, and alumni. **Note:** Weddings are scheduled pending staff availability.

**Catering is provided exclusively by our 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 (ULMPD) 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. ULMPD will be charged with making this determination.

Security by ULMPD must be arranged through University Police at least two weeks in advance of the event. ULMPD determines how many officers are needed. Rates are \$35 per hour per officer with a three hour minimum. Charges for the University Police officers will be placed on the invoice for the event for university groups. Security charges for community groups are to be paid at the conclusion of the event directly to the officers providing the security. 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 in the ULM Conference Center. Candles may be used if kept in glass containers. 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 Megan Hodge. Contact Megan at 318-342-3624 or [mhodge@ulm.edu](mailto:mhodge@ulm.edu)

Reservation and rate forms are available online at: [www.ulm.edu/auxiliary/facilities.html](http://www.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.**