

University House

Operating Procedures

100 Delano – Monroe, LA 71209
318-342-3624 (office) or 318-342-3679 (fax)

The ULM University House operates as a multi-purpose facility to benefit the university community with special use privileges afforded to the ULM Faculty Senate.

In addition to serving as the official meeting site of the Faculty Senate, the University House offers overnight accommodations, meeting space, and reception areas for the rest of the University community. General operation of the facility is under the management of Auxiliary Enterprises.

Reservations:

The Facility Coordinator for the Conference Center and the University House shall be responsible for the day-to-day management of the University House. All booking arrangements shall be made through the Facility Coordinator's office, located in the ULM Library, Room 703, at 318-342-3624. Reservation and rate forms are available online at: www.ulm.edu/auxiliary/facilities.html

Food Service:

- Aramark Corporation Food Service is available to provide catering needs. For more information, contact the Aramark catering manager at 318-342-3605 or visit: <http://www.campusdish.com/en-US/cssw/univlamonroe>.
- Aramark will provide coffee, tea bags, coffee filters, cream singles and sugar/sweetener singles for the kitchen and the guest bedrooms.
- If alcoholic beverages are to be served, security is required and must be provided by the **University Police**. Call **318-342-5350** at least 2 weeks prior to your event to secure their services. **The officers who are providing security for community groups are to be paid directly at the time of the event.** Bartender(s) will be assigned by Aramark. This charge will be included in their invoice. Please discuss these details with the catering manager.

Rental Fees:

- The charge for guest bedrooms is \$75.00 per night. Packaged snacks and beverages, i.e., bottled water, soft drinks and coffee, are available for overnight guest.
- The charge for the first floor meeting/reception room is \$40.00 per hour. There is a two-hour minimum charge for any event.

Arrangements for the pickup and return of entry keys must be made with the Facility Coordinator.

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.

Security by the University Police Department 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 ULM Police Department (ULMPD) must be arranged through ULMPD 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 University Police officers will be placed on the University House invoice for the event for university based 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.

Billing Procedures:

The Facility Coordinator shall bill all clients with revenues deposited and assigned to account number:

	INDEX	FUND	ORG	PROG	ACCT
Deposit to	3UHSE	316670	400055	91	

Account Name and number are to be included as well.

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.**