

UNIVERSITY OF LOUISIANA AT MONROE

FACILITIES POLICY

Revised November 10, 2015

Mission Statement

Facilities at the University of Louisiana at Monroe are available to provide students, faculty, staff and guests with quality venues, services, programs and learning opportunities.

Please note:

Recognizing that the university and surrounding community often have diverse cultural, social, educational and business needs, the President or the Executive Vice President may grant exceptions to this policy.

Political fund-raisers, political rallies, religious worship services and private social gatherings (proms/dances) are not consistent with the University's mission and are not permitted. (Exceptions; Wedding receptions and select university events.)

Facility Use

With the exception of the University Conference Center, located on the 7th floor of the University Library, university departments and Recognized Student Organizations (RSO's) may use university facilities during official university hours (Mon-Thur. 7:30-5:00 pm; Friday 7:30-11:30 am) at no charge for basic meetings with no special requirements (i.e. RSO meets in a room without any assistance from university personnel or other special requirements) The department or RSO must still schedule the room through the appropriate facility coordinator. (See **Appendix A**)

Outside organizations or groups will be charged a facility rental fee. The fee may vary depending upon if the organization is a government entity, a non-profit registered charity, a not-for-profit organization or a for-profit organization.

For private functions and community groups, standard rental rates will apply. Rental charges and additional equipment fees will vary among facilities

Because of the uniqueness of each venue, the department having oversight for each venue will establish usage policies and charges specific to their facility and property. (Appendix A)

Catering

ARAMARK catering service is the on-campus University provider for all off-campus groups wishing to utilize the ULM Conference Center. On-campus departments or RSO's may choose alternate vendors to cater events in the ULM Conference Center. ARAMARK offers full service catering on and off the ULM campus. Kitchen facilities on campus and preparation areas are the responsibility of ARAMARK and may not be used by any group, organization or department without specific permission granted from the Director of Food Service or their designee. ARAMARK offers a complete 'turn-key' operations; Room set-ups, buffet dining, full service dining and all food clean-up. Non-university groups will make payment directly to ARAMARK when using their services.

All caterers or food vendors are welcome to provide services to any *venues on campus with appropriate insurance, state certification and worker's compensation insurance. *(exception: Conference Center)

Insurance and Indemnification

Non-university groups and individuals using university facilities **MUST** furnish a certificate of insurance reflecting appropriate liability insurance as required by the state of Louisiana. The completed policy must be received by ULM at least 15 calendar days prior to your event. (YOUR EVENT WILL BE PLACED IN A TENTATIVE RESERVATION STATUS UNTIL THE INSURANCE REQUIREMENT IS RECEIVED.) The policy shall be made in favor of the University of Louisiana at Monroe with a minimum coverage requirement of \$1 million property damage, \$1 million personal liability per person and \$1 million per each accident. (See separate Insurance document **Appendix B**)

Alcohol

If Alcohol is to be served at an event, the general liability policy shall be endorsed to provide liquor liability coverage for the event. If alcohol is to be sold, a third party licensed vendor must be retained.

ULM does not have a license to sell alcohol. Third party vendors and/or bartenders that are licensed and certified by the State of Louisiana are required if alcohol is to be served.

Indemnification Agreement

The client must sign and execute an indemnification agreement when scheduling a venue. The executed agreement shall become part of the rental contract. This agreement, along with the insurance will be required 15 business days before the event. (See **Appendix C**)

Louisiana State Government agencies and entities do not have to provide proof of insurance coverage.

Security (University Police)

- **When required or requested University Police must be scheduled at least two (2) weeks in advance of your event. There is a three (3) hour, \$100 minimum charge for each officer. Any event over three hours will pay the officer \$35 per hour for all hours worked. On campus groups or departments will pay for officers' through a payroll voucher. Non-university groups will have officers pay included in their rental fees.**
- **Outside security (MPD, OPSO) will be arranged by the University Police Department if the need arises.**
- **ALL (public, non-university) events where alcohol is present will require a University Police Officer(s) to be present. Intimate university events (by invitation only) may be excluded from this policy with approval from the President or Vice President for Student Affairs.**
- **University banquets, academic functions, receptions and family oriented events not serving alcohol will not be required to have an officer present but must notify UPD seven (7) days in advance of the event.**
- **Non-university events (after hours/weekends) will be required to have University Police present unless an exemption is granted by the President or the Vice President for Student Affairs or their designee.**
- **Regularly scheduled events including but not limited to, intramurals, and weekend softball/baseball tournaments at University Park will be monitored by on-duty university officers.**

- Student organizations (RSO's) will be handled on a case by case basis depending on the venue and the event. Major events, including, but not limited to; Mardi Gras Ball, Halloween Ball, Step Shows, Concerts and some Spring Fever events will require security.
- Based on the type of activity and the number of participants, facility managers will determine the number of officers needed for an event. For major events (over 200 people) UPD and facility managers will decide the appropriate number.

Custodial Services

Some venues, such as Fant-Ewing Coliseum, the ULM Activity Center and Malone Stadium may require the renting party to secure custodians from the University. These fees will be included in the written contract.

Clean-up

The Client will be responsible for reasonable clean-up after their event if custodians are not utilized or clean-up charges are not included in rental/catering services. Clean-up includes removing all trash, decorations and food & drink items from the venue and putting trash in dumpsters located adjacent to venues or taken away for proper disposal.

Facility Host / Student Supervisor/Technology Specialist

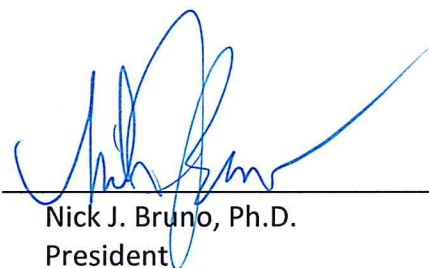
All venues will require a host, student worker, and/or technology specialist to be present during an event to assist with sound, technology, or set-up needs. Fees vary by venue.

- Any group or organization utilizing any University facility is subject to all other applicable University regulations, policies and procedures and additionally is subject to all applicable state and federal laws, rules, and regulations.
- This policy does not apply to any facility where the University already has an existing contract for long term rental or lease of a University facility.)
- Individual venues may have unique policies and procedures to address specific needs of that facility.

APPENDIX

- A. Facilities and designated facility managers
- B. Insurance requirements
- C. Indemnification agreement

Approved - President's Vice Presidents' Meeting
11/11/15



Nick J. Bruno, Ph.D.
President

Appendix - A

ULM FACILITY COORDINATORS AND CONTACT INFORMATION

| FACILITY | COORDINATOR | PHONE |
|---|--------------------------------------|----------|
| Activity Center | Blake Laliberte laliberte@ulm.edu | 342-5310 |
| Academic Building venues except as listed below | Shelly Johnston sjohnston@ulm.edu | 342-5261 |
| Alumni Center Heritage Park | Nancy Davis ndavis@ulm.edu | 342-5421 |
| Bayou Park Scott Plaza The Quad | Garry Butler gbutler@ulm.edu | 342-5289 |
| Brown Auditorium Biedenharn Hall Spyker Theater | Deb Lindley lindley@ulm.edu | 342-3248 |
| Brown Gymnasium | Arely Castillo castillo@ulm.edu | 342-1296 |
| Nursing Auditorium | Wendy Bailes bailes@ulm.edu | 342-1733 |
| Student Union Building Student Center | Lori Laborde laborde@ulm.edu | 342-5285 |
| The Grove Malone Stadium Brown Stadium Fant-Ewing Coliseum Football Practice Fields | Phil Shaw pshaw@ulm.edu | 342-5442 |
| ULM Conference Center University House | Megan Hodge mhodge@ulm.edu | 342-3624 |
| University Park | Brandon Bruscato bruscato@ulm.edu | 342-5314 |

Appendix B

Insurance Requirements

Renter shall procure and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property which may arise from or in connection with the Renters use of the rented premises. The cost of such insurance shall be borne by the Renter.

A. Minimum Scope of Insurance

Coverage shall be at least as broad as:

Insurance Services Office form number GL 0002 (ED. 1/73) covering Comprehensive General Liability and Insurance Services office form number GL 0404 covering Broad Form Comprehensive General Liability; or Insurance Services Office Commercial General Liability coverage ("Occurrence Form" CG 0001). "Claims Made" form is unacceptable. The "Occurrence Form" shall not have a "sunset clause."

B. Minimum Limit of Insurance

Renter shall maintain limits no less than:

Comprehensive General Liability: \$1,000,000 combined with limit per occurrence for bodily injury, personal injury and property damage.

C. Deductibles and Self-Insured Retentions

Any deductibles or self-insured retentions must be declared to and approved by the University of Louisiana at Monroe. At the option of the University of Louisiana at Monroe: the insurer shall reduce or eliminate such deductible or self-insured retentions as respects to the University of Louisiana at Monroe and its officers, officials, employees and volunteers or the Renter shall procure a bond guaranteeing payment of loss and related investigation, claim administration, and defense expenses.

D. Other Insurance Provisions

1. General Liability

- a. The University of Louisiana at Monroe, and the University of Louisiana System, its officers, officials, employees and volunteers are to be covered as "additional insured's" as respects: liability arising out of premises owned, occupied or used by the Renter. The coverage shall contain no special limitation on the scope of protection afforded to the University or the UL System, its officers, officials, employees or volunteers.
- b. Any failure to comply with reporting provisions of the policies shall not affect coverage provided to the University of Louisiana at Monroe, the UL System, its officers, officials, employees or volunteers.

2. All Coverage's

Each insurance policy required by this clause shall be endorsed to state that coverage shall not be suspended, voided, cancelled, reduced in coverage or in limits except after thirty (30) days prior written notice by certified mail, with a return receipt, has been given to the University of Louisiana at Monroe.

E. Acceptability of Coverage

Insurance is to be placed with insurers with an A.M. Best's rating of no less than A-VI.

F. Verification of Coverage

Renter shall furnish the University with certificates of insurance, effecting coverage required by this clause. The certificates are to be received and approved by the University of Louisiana at Monroe at least two weeks (14 days) before the rent commences. The University of Louisiana at Monroe reserves the right to require complete, certified copies of all required insurance policies at any time.

Renter shall furnish the University with certificates of insurance, effecting coverage required by this clause. The certificates are to be received and approved by the University of Louisiana at Monroe at least two weeks (14 days) before the rent commences. The University of Louisiana at Monroe reserves the right to require complete, certified copies of all required insurance policies at any time.

Appendix - C

UNIVERSITY OF LOUISIANA AT MONROE INDEMNIFICATION AGREEMENT

The _____ (Renter) agrees to protect, defend, indemnify, save and hold harmless the University of Louisiana at Monroe, State of Louisiana, all State Departments, Agencies, Boards and Commissions, its officers, agents, servants, and employees, including volunteers, from and against any and all claims, demands, expenses and liabilities arising out of injury or death to any person or the damage, loss or destruction of any property which may occur or in any way grow out of any act or omission of _____ (Renter), its agents, servants, and employees, or any and all costs, expenses and/or attorney fees incurred by _____ (Renter) as a result of any claims, demands, and/or causes of action except of those claims, demands, and/or causes of action arising out of the negligence of the University of Louisiana at Monroe, State of Louisiana, all State Departments, Agencies, Boards, Commissions, its agents, representatives, and/or employees.

The _____ (Renter) agrees to investigate, handle, respond to, provide defense for and defend any such claims, demands, or suits at its sole expense and agrees to bear all other costs and expenses related thereto, even if their (claims, etc.) are groundless, false or fraudulent.

Accepted by: _____
(Name of Company, Institution, Agency, Individual, etc.)

(Authorized Signature)

(Name Typed or Printed)

(Title)

Date Accepted: _____

Is Certificate of Insurance Attached? _____ Yes _____ No