

## **INSTRUCTIONS FOR REQUESTING USE OF ACADEMIC FACILITIES BY STUDENT ORGANIZATIONS**

Fill out all applicable areas of the request form. Please read the University policies and procedures carefully. Your signature on the request form indicates your intent to comply with the policies and procedures.

### **Secure all signatures**

Student Organizations require signatures of

1. President of the Organization
2. Advisor (Full time University employee)
3. Department Head or Dean of requested building
4. Dean of Students

**The Vice President of Administration and Finance's approval is needed for the following:**

If Registration and/or Admissions fees will be charged, a separate letter must be attached explaining the reason for these fees and what account they are being deposited into. This letter must be addressed to the University President and attached to the request form.

**No food or drinks are allowed in academic facilities. Events which require these should be scheduled in the Student Union or the UL Lafayette Conference Center.**

**UNIVERSITY OF LOUISIANA AT LAFAYETTE**  
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- **Force Majeure.** The performance of the Agreement by either party shall be subject to "Force Majeure", which shall be defined as any event beyond the control of a party, including, but not limited to: labor disputes, strike, riot, vandalism, sabotage, terrorist act, war (whether declared or undeclared), inclement weather, flood (whether naturally occurring or manmade), tidal surge or tsunami, landslide, earthquake, fire (whether naturally occurring or manmade), explosion, power shortage or outage, fuel shortage, embargo, congestion or service failure, epidemic, government regulation, proclamation, order, or action, or where any of those factors, circumstances, situations, or conditions or similar ones make it illegal, impossible, or inadvisable, to hold the Event or to fully perform the terms of the Agreement. In the event of a Force Majeure event, the Event may be rescheduled or relocated by agreement of the parties, without liability, damages, fees, or penalty, with relocation to be determined at University's sole discretion and dependent upon availability. In the event of a cancellation due to Force Majeure event and at the University's sole discretion, University may refund deposits and fees paid, less any amounts incurred by University in anticipation of the Event up to the point of cancellation.
- **Campus Events Framework.** Event Representative is required to be familiar with and abide by the terms and conditions of the Campus Events Framework and the Public Health Guidance referenced therein, an up-to-date copy of which can be found at <https://policies.louisiana.edu/about/campus-events-framework> (a current copy as of the time of Lease signing is attached hereto as Exhibit A for reference). As policies and guidelines related to specific health and safety guidance change based on state, local, and University mandates, the University may update the Campus Events Framework as deemed necessary. It is the responsibility of Event Representative to monitor and abide by the version of the Campus Events Framework that is posted on the website at the time of Event Representative's use of University property.
- **Primary Mission.** The University reserves the right to reschedule or, if no mutually agreeable date, time, and location is available, cancel any event if a need arises for the University's use of the space to fulfill the University's primary mission.

**UNIVERSITY OF LOUISIANA AT LAFAYETTE  
REGULATIONS FOR USE OF UNIVERSITY ACADEMIC FACILITIES  
BY APPROVED STUDENT ORGANIZATIONS**

Adopted and Approved by the University Council..... December 2002

In order to provide for security of University facilities which are utilized by approved Student Organizations for events related to their purpose and to insure that these facilities are cleaned and in order for ensuing normal scheduled academic activities, the following policies and procedures are promulgated. The President of the Student Organization and the full-time University employee who is serving as the Advisor to the Student Organization will be held responsible for the security and cleanup of the requested academic facilities and both will sign a statement to this effect.

I. Security of the Facilities

A. Responsibility for security includes, but is not limited to the following:

1. The full-time University employee is responsible for getting the facilities open and securing the facilities after the scheduled event. During weekdays on which regular classes are being held, most academic facilities are open until approximately 9:00 P.M. However, on Friday evenings, week-ends, and holidays, other arrangements to get the requested facilities open will have to be made.
  - a. If the University employee, who is serving as Advisor, as a result of his/her normal University duties, possesses a key to the facility to be used, he/she may use this key to open and secure the facility.
  - b. If this University employee does not have a key to the facility to be used, then he/she will assume responsibility for a timely request of (2 weeks prior), and contact with, the Physical Plant (482-2001) in order to have the facilities opened prior to the event and locked after the event is completed.
2. Both the President of the Student Organization and the full-time University employee serving as Advisor to the Student Organization are responsible for the security of the facilities in use by the students. This responsibility includes all aspects of the facility, including damage to the room and furniture as well as responsibility for equipment in the facility. Additionally, if the building in which the facility is located is closed (i.e. event is held on a Friday evening, a week-end, or a holiday), then the security responsibility extends to all portions of the building that are accessible to the participants of the event.
3. In the event that the Student Organization desires to employ University Police (482-6448) personnel for security, arrangements for this service can usually be made for the standard rates of compensation.

II. Cleanup of the Facilities

- A. Responsibility for the cleanup of the academic facilities requires that the President of the Student Organization and the University Advisor insure that all facilities which are used are in order, cleaned up, and ready for classes and/or other scheduled University activities on the next regular class day.
1. **No food or drinks are allowed in academic facilities. Events which require these should be scheduled in the Student Union or the UL Lafayette Conference Center.**
  2. In the event that the Student Organization desires to employ University janitorial personnel for cleanup, arrangements for this service can usually be made for the standard rates of compensation by contacting the Physical Plant at 482-2001.

## REQUEST FOR USE OF ACADEMIC FACILITIES BY STUDENT ORGANIZATIONS

Please Print

Application Date: \_\_\_\_\_

Student Organization: \_\_\_\_\_

Name & ULID of Organization President: \_\_\_\_\_

Date(s) of Event (please include day of week): \_\_\_\_\_

Time(s) of Event: From: \_\_\_\_\_ To: \_\_\_\_\_

Building(s) and Room(s) Needed: \_\_\_\_\_

Will Key to Building be Needed: \_\_\_\_\_

Type of Event (Workshop, Tournament, etc.): \_\_\_\_\_

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Are Registration and/or Admission Fees Being Charged? \_\_\_\_\_

If yes, Amount Being Charged? \$ \_\_\_\_\_ Account Deposited: \_\_\_\_\_

If Registration and/or Admissions fees will be charged, a separate letter must be attached explaining the reason for these fees and what account they are being deposited into. This letter must be addressed to the University President and attached to this form.

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Will Sodexo be required to unlock the building/room for this event? \_\_\_\_\_

If so, event representative must also contact Pedro Gonzalez with Sodexo: [Pedro.Gonzalez@sodexo.com](mailto:Pedro.Gonzalez@sodexo.com) & 504-247-6720.

Any special requests or technology needed? Specify if Computer or Projector is needed. Also specify if any ADA accommodations are needed:

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**By my signature below, I certify that I have read the policies and procedures regarding this request.**

\_\_\_\_\_  
President of Organization, Phone # & Email

\_\_\_\_\_  
Printed Name Date

\_\_\_\_\_  
Advisor, Department, Phone # & Email

\_\_\_\_\_  
Printed Name Date

### Approvals Required:

\_\_\_\_\_  
Dept Head or Dean of Requested Building

\_\_\_\_\_  
Printed Name Date

\_\_\_\_\_  
Dean of Students

\_\_\_\_\_  
Printed Name Date

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### REGISTRAR'S OFFICE USE ONLY

### FACILITIES USE APPROVAL

Building(s) & Room(s) Assigned: \_\_\_\_\_

Date: \_\_\_\_\_

Time: From: \_\_\_\_\_ To: \_\_\_\_\_

\_\_\_\_\_  
Registrar Date