

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
REGULATIONS FOR USE OF UNIVERSITY ACADEMIC FACILITIES**

- 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.): _____

* 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.

* Will Sodexo be required to unlock the building/room for this event? _____

If so, event representative must also contact Terrence Taylor with Sodexo: terrence.taylor@sodexo.com & 337-224-6389 Any special requests or technology needed? Specify if Computer or Projector is needed. Also specify if any ADA accommodations are needed:

*** 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

REGISTRAR'S OFFICE USE ONLY

FACILITIES USE APPROVAL

Building(s) & Room(s) Assigned: _____

Date: _____

Time: From: _____ To: _____

Registrar Date

EXHIBIT A

CAMPUS EVENTS FRAMEWORK

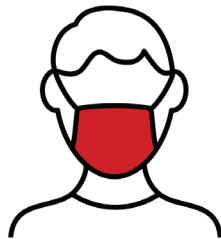


The University will adhere to the orders, proclamations, and regulations of the Governor of Louisiana and the Mayor-President of Lafayette, Louisiana, as well as guidelines from the Centers for Disease Control and Prevention (“CDC”) and the Louisiana Department of Health (“LDH”) regarding institutions of higher education and events and mass gatherings (collectively, the “Public Health Guidance”). This Campus Events Framework (the “Framework”) complies with all such Public Health Guidance and all Event Hosts and event attendees are expected to comply with the same. This Framework is subject to change based on updates made to Public Health Guidance. Additionally, the University reserves the right to adjust any event based on any emergency/disaster action taken by the Louisiana Governor or local authority and/or guidance from the CDC and/or LDH.

The University has made an assessment of the capacity of all event and classroom spaces. Event Hosts will be informed by University Liaisons regarding the capacity limits of the space they wish to utilize as well as the responsibilities outlined in this Framework. University Liaisons may contact Carl Taz Winger, Office of Facility Management, via e-mail at taz.winger@louisiana.edu, to obtain capacity limits for campus classroom and event spaces.

The return of events to campus must be a shared responsibility. The Event Host is responsible for ensuring compliance with this Framework and with Public Health Guidance. The University Liaison for each University facility will advise each Event Host requesting to lease the space of the capacity restrictions, this Framework, and the applicable Public Health Guidance.

The University has invested significant financial resources in sanitizing supplies and masks for use by University staff and students. These resources must be safeguarded to ensure sufficient supplies are available for the fall semester. Expenses related to event cleaning services, sanitation supplies, event monitoring, and other activities directly related to compliance with this Framework and Public Health Guidance shall be passed on to the Event Host to be included in the total event fee.

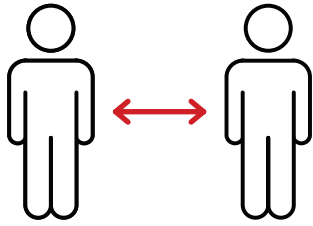


NOT ALL HEROES WEAR CAPES. SOME WEAR MASKS.

BE A HERO

MASKS REQUIRED ON CAMPUS.

Effective: June 19, 2020



KEEP AT LEAST 6 FEET APART

EVENT STAFF DEFINITIONS, ROLES, AND RESPONSIBILITIES:

- **University Liaison** – is the University employee who is responsible to ensure that this Framework and all Public Health Guidance is adhered to (in addition to the Event Host’s own adherence requirements). The University Liaison also must identify where responsibility lies for various compliance-related fees and ensure that the Event Host is made aware of this Framework and the Public Health Guidance and that the Event Host must share such information with event attendees. The University Liaison represents the University’s interest at all times. The University Liaison has the authority to terminate any event if it is determined that the Event Host and/or event attendees are not complying with capacity restrictions, this Framework, and/or the Public Health Guidance.
- **Event Host** – is the person who reserves the venue for an event. The Event Host may be a University staff or faculty member, student, or an external party. The Event Host shall oversee all aspects of the event and is responsible to ensure that the event space capacity restrictions, this Framework, applicable Public Health Guidance, and all other University required safety protocols are adhered to at the event.
- **Staff Monitor** – is a University employee or contractor who is physically present at the event and has the responsibility of ensuring safety compliance for an event on behalf of the University. The Staff Monitor will be the central point of contact for other event staff and Crowd Monitors. The Staff Monitor will be responsible for notifying the Event Host of any issues with compliance with capacity restrictions, this Framework, and/or Public Health Guidance. Should the Event Host and/or the event attendees be noncompliant with this Framework and/or Public Health Guidance, the Staff Monitor shall consult with the University Liaison to determine the best means of rectifying the noncompliance, which shall include, but not be limited to, immediate termination of the event.
- **Crowd Monitor** – is the individual assigned by an Event Host who is responsible for monitoring social distancing and mask wearing at events and informing the Event Host of any issues which need to be addressed. If the Event Host is unable to provide the necessary Crowd Monitors, the Staff Monitor will secure University staff to fulfill the role(s) of Crowd Monitor who shall be paid hourly at minimum wage, with such costs being borne by the Event Host. Public Health Guidance requires Crowd Monitors for events to control social distancing. There must be one Crowd Monitor for every 50 attendees anticipated to attend the event. Crowd Monitors must rotate throughout the event venue for the duration of the event. Crowd Monitors shall also report any instances of noncompliance with this Framework and/or the Public Health Guidance to the Staff Monitor. A Crowd Monitor can recommend to the Event Host that the event should be terminated due to a disregard of capacity restrictions, this Framework, and/or Public Health Guidance. Crowd Monitors are not responsible

for terminating an event or policing safety protocols – only for monitoring and informing the Event Host. Crowd Monitors must be identified to the Staff Monitor prior to the event.

- **Event Workers** – Individuals who have an event-related role, and who must be trained in safety protocols prior to the event.

TIMELINE:

- The University will not host any events during June 2020. For exception consideration, please contact DeWayne Bowie, Vice President for Enrollment Management, via e-mail: dewayne.bowie@louisiana.edu.
- During July 2020, the University will host internal events and student events, both indoors and outdoors.
- Beginning August 1, 2020, and conditioned upon the review and assurance that adequate sanitization supplies and disposable masks are on hand, the University will host internal and external events, indoors and outdoors, subject to this Framework and Public Health Guidance.

SAFETY PROTOCOLS:

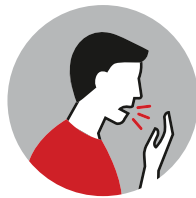
- Indoor events shall be limited to a maximum of 250 attendees or 1 person per 30 square feet or net useable floor area, whichever is less. Fixed seating venues shall be reduced to 50% of normal capacity or 250 seats, whichever is less. Capacity restrictions are subject to change based on the Governor's and Mayor-President's guidelines. The Staff Monitor shall monitor attendees entering the event to ensure capacity restrictions are being adhered to.
- Social distancing of 6 feet from other individuals not within the same household must be maintained at all events, indoors or outdoors. Same household members shall not exceed 10 people.
- Masks are required at all events, indoor and outdoor. The University will give Event Hosts the opportunity to provide their own masks for all attendees or have each attendee bring his/her own mask. Attendees without masks will be provided disposable masks by the University and the cost will be passed on to the Event Host. Staff Monitors will be trained to identify and accept attendees who fall within the exceptions to mask wearing provided by Public Health Guidance.
- For each event, the University Liaison shall ensure that the event venue includes a minimum of one sanitizing station containing at least one gallon of sanitizer per 50 attendees. The number of stations may be adjusted throughout the duration of an event. The Staff Monitor and Crowd Monitor will ensure sanitizing stations are re-filled as deemed necessary. The expense for each gallon of hand sanitizer provided at an event will be passed on to the Event Host.
- Dining and catering guidelines will follow Public Health Guidance and be based on the Sodexo guidelines used on campus. Outside caterers will be required to adhere to Public Health Guidance and meet the Sodexo guidelines in service delivery. Self-serve buffets and other common food

service stations are not allowed in Phase 2. Where possible, the University strongly encourages Event Hosts to utilize Sodexo services during July and August.

- The University will communicate verbally and in writing with Event Hosts to ensure that the Event Hosts understand that they are responsible for communicating with their attendees regarding the requisite compliance with this Framework, University protocols, and Public Health Guidance.
- For all events attended by 50 attendees or greater, a separate individual will be required to fulfill the roles of the Staff Monitor and Crowd Monitor. For all events attended by less than 50 attendees, the Staff Monitor and Crowd Monitor roles may be fulfilled by the same individual.
- For each event venue, the University will post signage upon entry with a wellness message (e.g., “if you are sick, go home”). Event Hosts are responsible for communicating with their attendees that if the attendee has a temperature or is experiencing sickness, the attendee should not attend the event.



Fever



Cough



Shortness of breath



Sore Throat



Headache

- All Event Workers must complete the Self-Check Wellness Form (HR online form) both before reporting for work on the day of the event and again just before the event starts. Upon submitting the form, the Event Worker will choose to receive an email receipt of his/her responses to the Self-Check. If the Event Worker is cleared to report to his/her work location, the email receipt must be forwarded to the Staff Monitor before the event and the Event Worker may report for duty. All Event Workers are responsible for wearing a mask and practicing social distancing during the event.
- Facilities may host multiple events contemporaneously only if separate egress and restroom facilities are provided for each event and are not shared with other event attendees.
- Indoor live entertainment, which includes but is not limited to bands and karaoke, is not allowed in Phase 2. The use of disc jockeys or music played via a speaker system is allowed.