

INSTRUCTIONS FOR REQUESTING USE OF ACADEMIC FACILITIES (FOR UL DEPARTMENTS)

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

Departmental Requests require signatures of

1. Department Representative (person making request)
2. Department Head or Director
3. Dean
4. Department Head or Dean of requested building

The Vice President for Administration & 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.

**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
ON EVENINGS, WEEKENDS AND/OR UNIVERSITY HOLIDAYS**

Adopted and Approved by the University Council December 2002

In order to provide for security of University facilities which are used on weekends or holidays, and to ensure that these facilities are cleaned and in order for ensuing normal scheduled academic activities, the following policies and procedures are promulgated.

- I. Events Sponsored or Co-Sponsored by University Administrative Units
 - A. The University employee who signs the Authorization Sheet and Request for Use of Academic Facilities Form as the person making the request will be held responsible for security and cleanup of the facilities to be used and will sign a statement to the effect. In the event that University Police personnel (482-6448) and/or University Custodial (482-2001) assistance are desired, arrangements for these services can usually be made for the standard rates of compensation.
 - B. The University employee who signs the request form will be held responsible for opening facilities and securing facilities after the scheduled event has concluded.
 - 1. If this employee, as a result of his/her regular University duties, possesses a key to the facility to be used, he/she may use this key to open and secure the facility.
 - 2. If this employee does not have a key to the facility to be used, then the employee will assume the responsibility for timely request, 2 weeks prior, and contact the Physical Plant (482-2001) in order to have the facility opened prior to the event and locked after the event is completed.
 - C. The University employee will be responsible for insuring that all facilities used on weekends or holidays are in order, cleaned and ready for classes and/or other scheduled University activities on the next regular class day.
- II. Events Sponsored by Individuals or Groups from National, State or Local Public Agencies
 - A. These events must have at least one University Police Officer (482-6448) assigned from at least thirty minutes prior to the start of the event until the event has concluded and the facilities are secured. This University Police Officer will open and secure the facilities and will be responsible for their security during the course of the event.
 - B. In general, the sponsoring agency will be responsible for contracting with the University Physical Plant Department (482-2001) to have the facilities cleaned after their use.

**REQUEST FOR USE OF ACADEMIC FACILITIES
(FOR UL DEPARTMENTS)**

Please Print

Application Date: _____

Department Name: _____

Name & ULID of Representative: _____ Phone: _____

Title/Position of Representative: _____

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 Vice President for Administration and Finance and attached to this form.

Are food and/or beverages being served? _____

If yes, Estimated Cost: _____ Circle One: Campus Cafeteria Off-Campus Catering

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

If so, event representative must also contact Jamie Thornton with Sodexo: Jamie.thornton@sodexo.com & 337-224-6137

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 reservation request.

_____	_____	_____
Department Representative	Printed Name	Date
Approvals Required:		

_____	_____	_____
Department Head or Director	Printed Name	Date

_____	_____	_____
Dean	Printed Name	Date

_____	_____	_____
Dept Head or Dean of Requested Building	Printed Name	Date

_____	_____	_____
Provost (if after hours or weekends)	Printed Name	Date

_____	_____	_____
VP for Administration and Finance (if food)	Printed Name	Date

REGISTRAR'S OFFICE USE ONLY	FACILITIES USE APPROVAL
------------------------------------	--------------------------------

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

Date: _____ Time: From: _____ To: _____

_____	_____
Registrar	Date