### Welcome to ULM’s HUB

ULM’s HUB has over 25,000 square feet of space and houses six food service concepts. Located on the corner of Northeast and University Drives, the HUB is uniquely positioned to serve our on-campus community as well as our commuters, guests and friends of ULM.

### > Hours of Operation

The HUB’s hours of operation are:

**Monday - Friday: 7:00 am to 9:00 pm**

**Saturday – Sunday: 7:30 am to 12:00 pm**

Each retail concept has different hours of operation. For more information please go to <https://univlamonroe.campusdish.com/LocationsAndMenus/TheHUB>

*Holiday and summer hours for the HUB will vary with the university calendar. Any change in hours will be posted / updated on the web site.*

### > Meetings / Event spaces available in and around the HUB

 ***For an RSO / University Department***

Outside the HUB - (1) - between the HUB and Sandel Hall; (2) - to the left of the large TV; (3) - the sidewalk area in front of the large TV. These areas can accommodate a larger “passer-by crowd.” Events can be held inside the HUB however, space for an event / booth / table is limited and all events should be held outside unless **inclement weather occurs – events moved inside will be to the right inside the doors on each side.**

There is no charge to host an event at the HUB however, if your event includes any of the following, UPD is required:

 1. Will money be exchanged at the event? (Ticket sales, t-shirt sales, donations)

 2. Is the public allowed to attend?

University Police has a **three (3) hour minimum charge per officer**. The rate is $35 per hour.

The event organizer is responsible for all items needed to make your event a success and that includes table, chairs, extension cords, etc.

***For friends of ULM including businesses affiliated with Career and Student Development***

There will be a **$100.00** charge for a four hour time slot at the HUB. The same rules / guidelines mentioned above for RSO’s apply.

**ULM has the right to deny use of any facility on campus.**

**> Reservations – RSO’s, University Departments, Off-Campus and Career Development Partners**

**Reservations – remember, a reservation request is *NOT* a confirmation.**

To promote fairness, the HUB will be scheduled on a first come, first serve basis. We do **not** accept reservation requests for extended periods such as weekly, monthly, or semester events.

**Priority Request**

ULM’s Recognized Student Organizations (RSO) will be given priority on use of the approved HUB spaces.

**Requesting a Reservation**

**RSO’s / On-Campus Departments** - A reservation may be requested by submitting an online request from linked here: **HUB / Café Reservation Form.** Should you need to change your reservation **or cancel** your reservation once the form is submitted, the individual who submitted the reservation form should contact **Tommy Walpole** at **318-342-5242** / **auxiliary@ulm.edu**at least 2 days prior to the event date.

**Off-Campus Groups / Career Development Partners** – A reservation may be requested via Handshake located here: <https://www.ulm.edu/careerdevelopment/careerservices/handshake.html>. Once your reservation is submitted, ULM’s Career Development Office will reach out to you for further information / provide you with next steps.

**After Hours Event Policy**

While The HUB’s operating hours are extensive and meet the needs of the university community for most events, there are occasions when scheduled events require the extension of building hours beyond the scheduled closing time such as late night studying time during finals / an movie utilizing the large TV / etc. **For RSO’s / On-Campus Departments** - the request will be granted based on available space and other scheduled events on campus. Depending upon the number of participants, or the nature of the activity, the sponsoring group will be required to pay for additional staff and/or additional overtime for security or custodial personnel. **For Off-Campus Groups / Career Development Partners** we ask that your event be held during normal HUB hours.

***NO* Fronting**

“Fronting” is defined by the university as any RSO and or University group using their status to allow a non-RSO / non-university group to reserve the HUB under their name, etc. The responsible party on the reservation form must be present at the event and ULM must be able to determine beyond a reasonable doubt that the group is an RSO / University group. Any individual or group may not “front” for another organization, for community group, or for the purpose of getting free usage and or reduced fees for an individual or group that would normally not be eligible. Any RSO or department fronting for another group or individual will lose all privileges to The HUB for one calendar year from the time of infraction.

**> Publicizing your Event, i.e. the BIG HUB TV**

Everyone wants their event publicized on the “Big HUB TV!”

The last 10 minutes of every hour the HUB TV is on, ULM’s AXIS TV will interrupt the normal programming and run until the top of the next hour. ULM’s Office of Marketing and Communication handles all

content approved for AXIS TV. Guidelines for AXIS TV can be found at <https://www.ulm.edu/omc/axis-tv.html>

**> Amplified Sound**

**Inside OR Outside the HUB -** amplified music, such as a live band, DJ, Sound System, Radio Station remote etc., must receive prior approval before your event is scheduled.

Non-amplified music, such as a group singing should be kept to a low volume so as not to overly disturb other guests and or if the group is singing outside, the volume should be so that students in the Residence Halls aren’t disturbed.

**> Decorations**

All decorations should meet the criteria listed below. All equipment and decorations provided by the group must be removed immediately following the event. Should the HUB staff / ULM’s Physical Plant have to clean after your event, you will be charged for the clean-up.

* Prohibited items:
	+ Taping, stapling, gluing or otherwise attaching items to any walls, doors, curtains, windows, posts, columns, floors, ceilings, furniture, etc.
	+ Glitter and confetti
	+ Fog machines and bubble machines
* Items with Restrictions:
	+ Unsecured helium tanks cannot be brought to the HUB.

> **Serving Food & Clean-up / Catering**

**The area you are assigned at the HUB must be left as you found it**. If your event is catered, and clean-up is not included in the catering contract **clean-up is your responsibility**. All trash should be put in the receptacles provided. All spills need to be cleaned immediately. No plates, cups, napkins, serving platters, food or other event-related items may remain in the HUB when the event is over.

ULM is an Aramark Campus and a Coca-Cola Campus. Outside food or drink must be contracted through these two ULM partners – any request to deviate from this policy must receive approval in writing and two-week’s notice is required.

**> Safety / UPD – ALL groups**

The HUB and the University Police Department work together to provide a safe and secure environment for students, guests, and patrons. When an event is determined to be one that requires University Police, the client will be advised of the charge for the officers. Scheduling officers will be handled through the Scheduling Office. Officers are to be paid directly by the client prior to the event’s end.

**> Alcohol / Tobacco Policy**

Alcoholic beverages (including mixed drinks, beer, wine, and champagne) may be served under terms and conditions consistent with the laws of the State of Louisiana and the policies of the University of Louisiana Monroe. Permission to use such beverages must be obtained from and approved by the Division of Auxiliary Enterprises ***prior*** to your event being approved. Any violation of ULM / Monroe / State or Federal Law will result in the immediate shutting down of your event.

ULM is a tobacco free campus and this includes e-cigarettes and vapes.

**> Damages & Clean Up Fees**

* It is expected that any reserved space and the area around said space will be returned to their original condition and set-up at the completion of your meeting/event.
* ALL groups reserving space will be charged for any damages and a clean-up fee to be determined by the Division of Auxiliary Enterprises. Damages to and / or the failure to clean the reserved area could result in the loss of reservation privileges in addition to forfeiture of any fee paid.
* At no time should any of the Audio/Visual Equipment be unplugged or moved from its location unless done so by a member of ULM’s IT Department.

**> Disruptive Behavior Policy**

Disruptive behavior of any kind will result in the event being immediately shut down.

**> Liability Insurance for Private Functions and Community**

**Off-Campus Groups / Career Development Partners** - are required by Louisiana State Law to furnish an appropriate liability insurance policy covering participants and spectators no later than seven (7) calendar days prior to the event.

**\*\*Your event will not be confirmed until the Insurance Policy is received\*\***

Such policy is to be made in favor of the University of Louisiana at Monroe, with minimum coverage requirements of $1,000,000 property damage; $1,000,000 per person; and $1,000,000 per accident.

If deemed necessary, the RSO may also be required to purchase insurance for special events.

**>. Payment for Off-Campus Groups / Career Development Partners**

Fees for rental of space at the HUB will be paid directly to the Division of Auxiliary Enterprises located in Strauss Hall 260. We accept cash, check, and money order only. Please make payable to ULM.

**>. Liability for Personal Items**

The University of Louisiana at Monroe is not be responsible for any/all lost, stolen or damaged items including laptops, purses, cell phones, etc. brought to your event.

**>. Parking**

No reserved parking is available around the HUB. Handicapped parking spaces are available between the HUB and Hanna Hall for patrons with handicapped parking permits **(strictly enforced).**

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### Sandel Hall

There are several “spaces” between the front doors of Sandel Hall going west towards the HUB to HUB space # 1 that can also be reserved. These spaces are considered a part of the HUB and all HUB policies are in place when these spaces are approved for use.

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### Welcome to the “Café” – Schulze Dining

ULM’s Schulze Dining Hall (the Café) is located on the Northeast Drive across the street from Vines Hall / and Fant-Ewing Coliseum.

### > Hours of Operation

The Café’s hours of operation are:

**Monday - Friday: 7:00 am to 8:00 pm**

**Saturday – Sunday: 11:00 am to 8:00 pm**

*Holiday and summer hours will vary with the university calendar.*

### > Meetings / Event spaces available at the Schulze Dining

 ***For ALL groups***

Outside the front doors we have a large patio area for use. Space for an inside event is limited and available only to **RSO’s.**

There is no charge for an **RSO / On-Campus Group** to host an event outside of the Café however, if your event includes any of the following, UPD is required:

 1. Will money be exchanged at the event? (Ticket sales, t-shirt sales, donations)

 2. Is the public allowed to attend?

University Police has a **three (3) hour minimum charge per officer**. The rate is $35 per hour.

The event organizer is responsible for all items needed to make your event a success and that includes table, chairs, extension cords, etc. Most groups also bring a 10 x 10 pop-up tent.

***For friends of ULM including businesses affiliated with Career and Student Development***

There will be a **$100.00** charge for a four hour time slot. The same rules / guidelines mentioned above for RSO’s apply to an approved group.

**ULM has the right to deny use of any facility on campus.**

**> Reservations – RSO’s, University Departments, Off-Campus and Career Development Partners**

**Remember, a reservation request is *NOT* a confirmation.**

To promote fairness, the area outside of the Schulze will be scheduled on a first come, first serve basis. We do **not** accept reservation requests for extended periods such as weekly, monthly, or semester events.

**Priority Request**

ULM’s Recognized Student Organizations (RSO) will be given priority on use of the approved Schulze spaces.

**Requesting a Reservation**

**RSO’s / On-Campus Departments** - A reservation may be requested by submitting an online request from linked here: **HUB / Café Reservation Form.** Should you need to change your reservation **or cancel** your reservation once the form is submitted, the individual who submitted the reservation form should contact **Tommy Walpole** at **318-342-5242 /** **auxiliary@ulm.edu**at least 2 days prior to the event date.

**Off-Campus Groups / Career Development Partners** – A reservation may be requested via Handshake located here: <https://www.ulm.edu/careerdevelopment/careerservices/handshake.html>. Once your reservation is submitted, our Career Development Office will reach out to you for further information / provide you with next steps.

**After Hours Event Policy**

Schulze’s operating hours are designed to provide maximum opportunity for our communities to eat meals. After hours events will not be approved unless an **RSO** is sponsoring a campus wide event such as midnight breakfast / PREP related activities / etc.

***NO* Fronting**

“Fronting” is defined by the university as any RSO and or University group using their status to allow a non-RSO / non-university group to reserve the Cafe under their name, etc. The responsible party on the reservation form must be present at the event and ULM must be able to determine beyond a reasonable doubt that the group is an RSO / University group. Any individual or group may not “front” for another organization, for community group, or for the purpose of getting free usage and or reduced fees for an individual or group that would normally not be eligible. Any RSO or department fronting for another group or individual will lose all privileges to The Café for one calendar year from the time of infraction.

**> Amplified Sound**

**Outside the Cafe -** amplified music, such as a live band, DJ, Sound System, Radio Station remote etc., must receive prior approval before being your event is approved. The volume must not disturb those living in Vines Suites.

**Inside the Café** – for **RSO’s** only – any type of music other than using the Café’s sound system must receive prior approval before your event is approved. One weeks-notice is required.

**> Decorations**

All decorations require prior approval before setting up your event. All equipment and decorations provided by the group must be removed immediately following the event. Should the Cafe staff / ULM’s Physical Plant have to clean after your event, you will be charged for the clean-up.

* Prohibited items:
	+ Taping, stapling, gluing or otherwise attaching items to any walls, doors, curtains, windows, posts, columns, floors, ceilings, furniture, etc.
	+ Glitter and confetti
	+ Fog machines and bubble machines
* Items with Restrictions:
	+ Unsecured helium tanks cannot be brought to The Cafe.

> **Serving Food & Clean-up / Catering**

**The area you are assigned at Schulze must be left as you found it**. If food is provided / a part of your event, you are responsible for clean-up. All trash should be put in the receptacles provided. All spills need to be cleaned immediately. No plates, cups, napkins, serving platters, food or other event-related items may remain in Schulze when the event is over.

ULM is an Aramark Campus and a Coca-Cola Campus. Outside food or drink must be contracted through these two ULM partners – any request to deviate from this policy must receive approval in writing and two-week’s notice is required.

**> Safety / UPD – ALL groups**

Schulze and the University Police Department work together to provide a safe and secure environment for students, guests, and patrons. When an event is determined to be one that requires University Police, the client will be advised of the charge for the officers. Scheduling officers will be handled through the Scheduling Office. Officers are to be paid directly by the client prior to the event’s end.

**> Alcohol / Tobacco Policy**

Alcoholic beverages (including mixed drinks, beer, wine, and champagne) may be served under terms and conditions consistent with the laws of the State of Louisiana and the policies of the University of Louisiana Monroe. Permission to use such beverages must be obtained from and approved by the Division of Auxiliary Enterprises ***prior*** to your event being approved. Any violation of ULM / Monroe / State or Federal Law will result in the immediate shutting down of your event.

ULM is a tobacco free campus and this includes e-cigarettes and vapes.

**> Damages & Clean Up Fees**

* It is expected that any reserved space and the area around said space will be returned to their original condition and set-up at the completion of your meeting/event.
* ALL groups reserving space will be charged for any damages and a clean-up fee to be determined by the Division of Auxiliary Enterprises. Damages to and / or the failure to clean the reserved area could result in the loss of reservation privileges in addition to forfeiture of any fee paid.
* At no time should any of the Audio/Visual Equipment be unplugged or moved from its location unless done so by a member of IT.

**> Disruptive Behavior Policy**

Disruptive behavior of any kind will in the event being immediately shut down.

**> Liability Insurance for Private Functions and Community**

**Off-Campus Groups / Career Development Partners** - are required by Louisiana State Law to furnish an appropriate liability insurance policy covering participants and spectators no later than seven (7) calendar days prior to the event.

**\*\*Your event will not be confirmed until the Insurance Policy is received\*\***

Such policy is to be made in favor of the University of Louisiana at Monroe, with minimum coverage requirements of $1,000,000 property damage; $1,000,000 per person; and $1,000,000 per accident.

If deemed necessary, the RSO may also be required to purchase insurance for special events.

**> Payment for Off-Campus Groups / Career Development Partners**

**Off Campus Groups / Career Development Partners** - Fees for rental of space at Schulze will be paid directly to the Division of Auxiliary Enterprises – Strauss Hall 260. We accept cash, check, and money order only. Please make payable to ULM.

**>. Liability for Personal Items**

The University of Louisiana at Monroe will not be responsible for any/all personal items including laptops, purses, cell phones, etc. brought to your event

**>. Parking**

No reserved parking is available around Schulze. Handicapped parking spaces are available between in front of the Cafe for patrons with handicapped parking permits **(strictly enforced).**

**QUESTIONS FOR EITHER LOCATION?**

**Contact**

Division of Auxiliary Enterprises

Strauss Hall – 260

318-342-5242

auxiliary@ulm.edu