



University House Operating Procedures

100 Delano Dr | Monroe, La 71209
318-342-1901

The ULM University House operates under the Event Services Department as a multi-purpose facility to benefit the university community. The University House offers overnight accommodations, meeting space, and reception areas for use by the University community.

Reservations

All reservations are made online at www.ulm.edu/eventservices. Reservations are accepted on a first-come, first-serve basis. The Event Services scheduling office will tentatively confirm your reservation by email within 48 hours of a submitted reservation form.

Available to be scheduled are:

- DeSiard Suite (King Bed)
- Bayou Suite (Queen Bed)
- Warhawk Suite (Queen Bed)
- Meeting Room (occupancy of up to 30 people)

Unless other arrangements are made, check-in is at 3pm the day of your arrival and check-out is at 10am the day of your departure. If other arrangements need to be made, please contact the Event Services Scheduling Office to see if there's availability.

Keys for Overnight Guests

Keys for University House guests can be picked up at the Bayou Pointe office during normal business hours (Monday-Thursday 7:30am-5pm and Friday 7:30am-11:30am). If the guest will be arriving to campus after these hours, a request to leave the key at the University Police Department for pickup must be made no later than 24 hours prior to the guest's arrival.

Upon check out, the front door of the University House should be locked and, during normal business hours, the key should be returned to the Bayou Pointe office. If the guest is leaving after normal business hours, the key should be taken to the University Police Department on campus.

Payment for Overnight Accommodations

When required, payment for overnight accommodations should be received prior to the guest checking in or prior to your event start time. Checks should be made out to ULM Event Services. University departments paying with Interdepartmental Requests should submit them to the Event Services Scheduling Office for completion. Unless noted, the Interdepartmental Request will be sent to the Controller's Office after the event is over to be credited to the correct account. A copy will be sent back to you for your records.

Serving Food/Approved Caterers

It is your responsibility to secure a caterer should you need food for an event at the University House. Only *approved* catering vendors may be used for your event. The list of approved caterers can be found here:

<https://ulm.edu/eventservices/documents/approved-caterers.pdf>

Exceptions to this rule would be:

- Bottled/canned soft drinks, waters, etc.
- Pre-packaged snacks
- Cake for a wedding, birthday party, shower, etc.

Alcohol Policy

Alcoholic beverages (including mixed drinks, beer, wine, & champagne) may be served under the 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 Event Services Department Scheduling Office before the event.

General Guidelines:

1. The RSO or University Department must follow the Alcohol Policy as stated in the Student Policy Manual. That policy can be found here:
ulm.edu/studenthandbook/22_23_ulm-student_handbook.pdf.
2. It is in violation of Louisiana law to serve alcohol to anyone under 21. Lack of knowledge of the person's age shall not be a defense.
2. Third party licensed vendors and/or bartenders are required and must be licensed to sell and serve off-premises and certified by the State of Louisiana. Bartender's license must be on file with Event Services PRIOR to them serving alcohol. Special event permits may need to be secured from the City of Monroe and the ATC. All permits must be on file in the Event Services office before the event starts.
3. All alcohol beverages must be provided by the user group except in cases where the caterer has a state permit that allows the caterer to provide such beverages as requested by the user group. Under NO circumstances are guests of the event allowed to bring in their own alcohol. If such an event occurs, the Event Services office reserves the right to immediately shut down the event.
4. All alcohol must be served from a designated bar by a licensed bartender.
5. UPD must be present while alcohol is in the facility.
6. There are no storage facilities for alcohol in our facilities. The user group must bring in the alcohol immediately before the event and remove it immediately after the event's end.
7. Any ULM group planning a function that is likely to be attended by individuals under 21 is strongly discouraged from serving alcohol to anyone at the fun. If the university group plans to serve alcohol at a function that will be attended by guests under the age of 21, the group must submit to the Student Engagement Office, as part of the process, a written explanation of the method by which it will determine which guests are over 21 and how it will assure that guests under 21 do not obtain alcohol from guests over 21.

ULM is a Tobacco Free/Smoke Free Campus

Use of tobacco products is prohibited anywhere on the ULM campus. This applies to all University faculty, staff, students, visitors, and contractors. Tobacco use includes but is not limited to:

- Cigarettes
- Cigars
- Smokeless tobacco (dipping, etc.)
- E-Cigarettes
- Juuls
- Vapes
- Chewing tobacco

The use of tobacco products is prohibited in all University buildings and leased spaces. This prohibited area applies to any area enclosed by the building's perimeter walls including restrooms, storage areas, balconies, patios, and stairwells. In addition, the sale, distribution, or advertisement of tobacco products is prohibited in

University buildings and public areas. It is the client's responsibility to ensure all guests are aware of this policy.

Decorations

All equipment and decorations provided by the group must be removed immediately following the event. Additional charges may be applied to your group if removal of items or extensive cleaning by the Event Services staff is required.

Prohibited Items:

- Taping, stapling, gluing, or otherwise attaching items to any walls, doors, curtains, windows, posts, columns, floor, or ceilings.
- Glitter & confetti
- No open flame of any sort or size
- Fresh flower petals cannot be used on the floor.
- Unsecured helium tanks
- Fog & bubble machines
- Sparklers may only be used outside and away (at least 25 feet) from the building. A large bucket of water must be provided for guests to dispose of the sparklers once they are done with them.
- Ice sculptures without proper drainage

Candles may be used as part of table centerpieces only and must be housed in glass containers.

The Event Services Department at ULM does not supply tablecloths. You can bring your own or rent them through local rental companies. Closer to your event, if any rental items need to be dropped off, our office will need to be notified of a time and date for drop-off. We are not responsible for items left by a rental company and will not sign off to verify items dropped off. Once the event is over, your organization is responsible for removing and returning any rental items. Our staff is not allowed to move anything that does not belong to our facilities. Any items left for pick up must be removed from the event space and put in a designated area in the back of the building. If your organization chooses to leave rental items at our facility until the following business day for pickup, this MUST be approved and coordinated through the scheduling office.

Clean-Up for Meeting Spaces

It is the event organizer's responsibility to return the room and surrounding parking lots to their original condition as they were found upon arrival. Any spills are the responsibility of the organization and must be cleaned immediately. The organization is also responsible for all trash produced prior to, during, and after the event. No plates, cups, napkins, serving platters, food, or other event-related items may remain in the room when the event is over. Trash cans & bags are provided. All trash should be put in the large dumpster located outside of the facility. If you fail to remove all items from the room after your event, you will be assessed a fee for not cleaning properly. This fee will vary based on the items left and the time needed to properly clean the facility.

Liability Insurance Requirements

Under certain circumstances, RSOs and University Departments may be required to provide an appropriate liability insurance policy covering participants and spectators prior to the organization's arrival for the event. Without the proper insurance coverages in place, we have the right to refuse your event.

The policy must list The University of Louisiana Monroe (700 University Ave. Monroe, La 71209) as the additional insured with the following minimum coverages:

- \$1,000,000 personal liability per person
- \$1,000,000 per accident

- \$1,000,000 property damage

The Event Services Department will inform the RSO/University Department when insurance is required.

Pet Policy

Under no circumstances are animals allowed in the University House unless they are a licensed and registered Service Animal. If a guest intends on bringing a licensed and registered Service Animal, the Event Services Scheduling Office will need to be notified no later than 48 hours prior to arrival.