



Clarke M. Williams Innovation Campus Event Services

RESERVATION GUIDELINES, POLICIES, & PROCEDURES FOR

Location of Facilities

Auditorium in the Headquarter building.

Courtyard between the Technology Center for Excellence and the Headquarter building.

Executive board room in the Technology Center for Excellence.

Training Rooms in the Technology Center for Excellence.

All located at 100 CenturyLink Dr., Monroe, LA 71203

Hours of Operation

Normal operating hours for the Clarke M. Williams Innovation Campus Scheduling Office are:

Monday-Thursday: 7:30am – 5:00pm

Friday: 7:30am - 11:30am

Saturday & Sunday: Closed

Holiday and summer hours will vary with the University schedule

Reservations

Reservations are accepted on a first-come, first-served basis. The Event Manager will tentatively confirm your reservation by email within 48 business hours of a submitted reservation form. Reservations will be considered secured once a rental deposit has been received. Rental deposits due within 2 weeks of receiving the confirmation email and or ½ of the total rental fee for your event. Failure to pay the rental deposit within the two weeks may result in the loss of your reservation.

Rental of a facility gives the client access to the building from 8am-11:59pm the day of the scheduled event. The building must be completely vacated (all guests, vendors, trash, decorations) no later than 11:59pm the day of your event. Failure to comply may result in the immediate forfeiture of the security deposit and additional charges.

Consecutive days (for the same event) can be booked for 20% of the rental cost for each room rented. For the consecutive day rental, the client has access to the facility from 8am-5pm.

Cancellations/Refunds

Cancellations resulting in any refund of the rental deposit made must be made in writing and submitted to the Event Manager or by email. Cancellations and full refunds will be honored up to 30 days prior to the event. Any cancellations after this period will result in a reduced or non-refundable rental deposit:

- Event day counts as day 1.
- Cancellations one month (or 30 calendar days) from the event will receive a full refund.
- Cancellations between 15 and 29 calendar days from the event will receive a 50% refund.
- Cancellations two weeks (14 calendar days) from the event will not receive a refund.

Payment for Private Functions and Community Groups

Fees for room rental will be paid directly to the Event Manager. Currently checks and money orders are the only forms of acceptable payments. Checks should be made payable to University of Louisiana Monroe Facilities Inc. To secure your date, a 50% rental deposit must be made no later than 2 weeks after your confirmation email is received. The rental balance, required liability insurance, and the \$500 security deposit are due *prior* to your event day.

Current Facility Rates

- Auditorium
 - Non-University = \$5,000
 - Active Alumni = \$4,500
 - Non-Profit = \$4,000
- Executive Conference Room = \$800 full day / \$400 half day
- Training Room = \$800 full day / \$400 half day

**Any additional space you wish to rent on the day of your event will be 20% of that rooms cost. The group will pay the highest cost room plus 20% for any additional space.

**Room layouts must be sent five (5) business days in advance of the event start date.

Insurance Requirements

Private functions and community groups using university facilities are required to furnish 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 University of Louisiana Monroe Facilities Inc. as the certificate holder / additional insured with the following minimum coverages:

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

For businesses or corporations who employ people and are renting the facility for an event in which employees will be in attendance, according to the State of Louisiana Office of Risk Management Procedures Manual for Insurance Language in Contracts and Indemnification Agreements, Workers Compensation insurance shall be in compliance with the Workers Compensation law of the State of the Lessee's headquarters. Employers Liability is included with a minimum limit of \$1,000,000 per accident/per disease/per employee.

Damage/Clean-Up Deposit

A \$500 damage deposit is due prior to your event day. All meeting and event spaces are expected to be returned to their original condition and set up at the end of your meeting or event. Individuals or groups reserving space will be charged for any damage to the facility or equipment. Charges will be equal to the cost of repair/replacement. Damages will be photographed and itemized through an inspection of the Event Services staff on duty at the time of the event. Damage to facilities could result in the loss of reservation privileges and forfeiture of deposit. Once post-event inspections are completed and no damage is found, damage deposits will be refunded via check no later than 14 business days after the event. Please note – checks will be made out to the entity/person and address given to us on the W9 that must be submitted with your reservation.

The damage deposit may also be forfeited if any person from your organization/group enters areas of the facility they are not permitted or for taking items from on-site storage rooms and break rooms without the permission of the Event Services staff.

Deposit may also be forfeited for failure to clean the facility properly before leaving.

Decorations

All equipment and decorations provided by the group must be removed immediately following the event (no later than 11:59pm the evening of your event). Additional charges may be applied to your group or deducted from your security deposit 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.
- Open flames of any sort or size
- Glitter & confetti
- 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.

Clean-Up

It is the client'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 client 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 will be deducted from your security deposit. Failure to remove all trash from the facility by 11:59pm the evening of your event may result in the forfeiture of your security deposit.

There is an optional \$300 cleaning fee available. If the client chooses to pay this fee, we will provide staff to remove the trash during and after the event. Even if the fee is paid, it is still the client's responsibility to ensure all trash is put in provided cans. Our staff will not be responsible for bussing tables or picking up excess trash on the ground.

Safety/Police Department

The event staff and Police Department work together to provide a safe and secure environment for our guests. When an event is determined to be one that requires police to be present, the event staff will contact Monroe PD and make the necessary arrangements. You will be notified prior to your event of the number of officers assigned and the time in which they will be present. Your group or organization will be responsible for paying the officer(s) on the day of the event upon their arrival. Monroe Police Officers are paid \$45 per hour with a 3-hour minimum. When alcohol or money is present, MPD officers must be on site 30 minutes prior to guests arriving and will stay until 30 minutes after they leave.

If you answer "yes" to any of the below questions, you will be required to have Monroe Police at your event:

1. Will money be exchanged at the event (ticket sales, T-shirt sales, donations, etc.)?
2. Will the event be held Friday or Saturday after 5pm?
3. Will alcohol be served?

While the number of officers required will be determined by the MPD, typically, we require 1 officer per 100 guests at your event.

The presence of Monroe Police is up to the discretion of the police even if you answered 'no' to all the above questions.

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 Clarke M. Williams Innovation Campus administration.

General Guidelines:

1. 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 staff 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 Manager's office before the event starts. Monroe Police Department can be scheduled at 318-329-2641.
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. Monroe PD 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.

Serving Food/Approved Caterers

Only approved catering vendors may be used for your event. It is your responsibility to secure a caterer should you need food for your event. Coordination of delivery must be made with the Event Manager. All approved caterers must have met State of Louisiana Health Code standards and have an occupational license to provide catering services. The Event Manager can provide you with a list of the approved caterers.

Exceptions to this rule would be:

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

For events held at Clarke M. Williams Innovation Campus, the food service provider must agree to pay 8% of the total gross sales (less taxes) reported after each event to the University of Louisiana Monroe Facilities Inc. **Due to its contract with ULM as our food service provider, Aramark Catering is exempt from the 8% catering fee.

Clarke M. Williams Innovation Campus is a Tobacco Free/Smoke Free Campus

Use of tobacco products are prohibited anywhere on the campus. 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 campus buildings and leased spaces. This prohibition 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 on the premises. It is the client's responsibility to ensure all guests are aware of this policy.

Equipment Removal

No equipment may be removed from the facility without the written permission of the Event Manager. In addition, all employee areas (office, break room, employee bathroom, storage rooms) are not to be entered or things taken from.

Fronting

The responsible party on the contract must be present at the event. An individual or group may not "front" for another organization, community group, or for an individual for the purposes of getting reduced fees for an individual or group that is not eligible for a lower rate. Any RSO (Registered Student Organization) or department "fronting" for another group or individual will lose all privileges of the facilities for one calendar year from the time of the infraction. If the non-profit status/rate is used, the hosting organization must be on file as a 501C3 in active and good standing.

For example – a non-profit organization is not allowed to use their non-profit status to host a birthday party for an individual who would otherwise be required to pay the Community rate.

A Little Lagniappe

- At no time will vehicles be allowed to drive on the front walkway (in front of the entrance doors).
- Cars & trucks with trailers are allowed to drive onto the back patio ONLY to unload. All vehicles have a 20-minute time limit on the patio and must be moved as soon as they have been unpacked.