



ULM Event Services

Cleaning/Decorations Policy

Cleaning Policy

An optional \$300.00 cleaning fee is available. If the cleaning fee is NOT paid, the client will be responsible for all trash before, during, and after the event. Failure to remove all trash after the event will result in forfeiture of the security deposit. The rooms and parking lots must be left as you found them. If the 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 large dumpster located outside of the facility. All spills need to be cleaned immediately. No plates, cups, napkins, serving platters, food, or other event-related items may remain in the building when the event is over. If you do not remove items from the building after the event, you will be assessed a fee for not cleaning properly or clean-up fees will be deducted from your deposit. All items must be removed from the building no later than 11:59pm the evening of your event.

If the cleaning fee IS paid, your event's food trash will be removed from the building during and after your event. This does not cover the removal of items brought in by the client or bussing tables after the event. All trash needing to be removed will need to be placed in the trash cans provided.

Client is responsible for any trash produced during setup/tear down.

Decorations

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

Prohibited Items:

- Taping, stapling, gluing or otherwise attaching any items to walls, curtains, windows, posts, columns, floor, or ceiling will result in the immediate forfeiture of your security deposit.
- Glitter and confetti
- Fresh flower petals cannot be used on the floor
- Fog machines and bubble machines
- Sparklers may only be used outside and away (25ft) 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.
- The staff at Bayou Pointe is not responsible for moving or setting up any rental items that are brought into the building for an event (chairs, decorations, tables, etc). All rented items must be put out by the client and removed by the client no later than 11:59pm the evening of your event.