



University Conference Center
 700 University Avenue – Library - Suite 704
 Monroe, LA 71209
 (318) 342-3624 Office (318) 342-3679 Fax

| |
|------------------|
| Insurance: _____ |
| Police: _____ |
| Hostess: _____ |

University Rates

| | |
|---|---|
| Name of Event: | Date of Event: |
| <p align="center"><u>Contact Information</u></p> <p>Contact Person:</p> <p>Address:</p> <p>Work Phone: _____ Cell: _____</p> <p>Home Phone: _____</p> <p>Email: _____</p> | <p>Department/Organization:</p> <p>Expected Number of Guests:</p> |
| | <p><u>Time of Event</u></p> <p>Start Time: _____ End Time: _____</p> <p align="center">*Please put actual time event will start & finish*</p> <p>Prep/Decorating Time Needed: _____ to _____ = _____ Hrs.</p> <p>Post/Clean-Up Time Needed: _____ to _____ = _____ Hrs.</p> <p>Estimated Total Time: _____ Hrs.</p> <p>Room charges are for 4 hours...each additional hour is \$25.00</p> <p>A Hostess will be required if event is held after regular office hours. This fee is \$10.00 per hour & will be included in the invoice sent after the event.</p> |
| | <p align="center"><u>Room Choice (4 Hour Time Rate)</u></p> <p>_____ Entire Banquet Hall...\$115.00</p> <p>_____ Banquet Hall & Lobby...\$135.00</p> <p>_____ Banquet Hall, Lobby & Terrace...\$165.00</p> <p>_____ Half of Banquet Hall...\$75.00</p> <p>_____ Seminar Room 1...\$40.00 (max. capacity = 40)</p> <p>_____ Seminar Room 2...\$40.00 (conference table for 12)</p> |
| <p align="center"><u>Set-Up Styles</u></p> <p>_____ Theater style (chairs only)</p> <p>_____ Banquet style (72" round tables/chairs)</p> <p>_____ Reception style (food tables with chairs around perimeter)</p> <p>_____ Classroom style (6' long tables/chairs facing forward only)</p> <p>_____ U-Shape (6' tables/chairs around outside)</p> <p>_____ Hollow Square (6' tables/chairs around outside)</p> <p>_____ Other (please describe)</p> | <p align="center"><u>Food Service</u></p> <p>Will you need catering? Yes _____ No _____</p> <p>If yes...contact ARAMARK @ 342-3605</p> <p>Will alcohol be served? Yes _____ No _____</p> <p>If yes...Security is Required...contact Univ. Police @ 342-5350</p> <p>Officer's Signature _____</p> |
| <p align="center"><u>Method of Payment</u></p> <p>_____ Check (Personal or Organization)</p> <p>_____ Foundation Check</p> <p>_____ Interdepartmental Request Account Number _____</p> <p>Requesting Agent _____ Date _____</p> <p>Approving Agent _____ Date _____</p> | <p align="center"><u>Equipment/Special Needs</u></p> <p>_____ Registration Table & Chairs</p> <p>_____ Awards/Display Tables...How many? _____</p> <p>_____ Head Table...How many to be seated? _____</p> <p>_____ Podium & Microphone...no charge</p> <p>_____ Projector and/or laptop...\$30.00</p> <p>_____ Lapel or Hand Held Microphone...\$25.00</p> <p>_____ 26" TV with DVD/VCR...\$30.00</p> <p>_____ Easel and/or Flip Chart...\$5.00</p> <p>_____ Other (please describe)</p> |



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Policy for Facility Usage

The mission of the University Conference Center is to support the educational mission of the University, the promotion of which is the foremost consideration in matters of policy for the allocation of UCC resources.

Fund-raisers, political rallies, religious worship services and dances are not consistent with the UCC's mission and will not be permitted.

Recognizing that the University and surrounding community often have diverse cultural, social, educational and business needs, the UCC Advisory Committee may grant exceptions to this policy.

Catering is provided exclusively by our on-campus caterers, Aramark Food Services. They may be contacted at 318-342-3605.

If alcoholic beverages are to be served, security is required and must be provided by the **University Police**. Call **318-342-5350** at least 2 weeks prior to your event to secure their services. **The officers are to be paid directly at the time of the event.** The bartender(s) will need to be assigned by Aramark. This charge will be included in their invoice. Please discuss these details when dealing with their catering manager.

If the event occurs after University Hours (7:30 am - 5:00 pm Mon-Thurs; 7:30 am - 11:30 am Friday) a hostess must be present at a rate of \$10.00/hour. This fee will be included in the final invoice sent after the event.

No tacks, nails or tape of any type may be used on walls, doors or columns. Candles may be used if kept in glass containers.

The Conference Center should be reasonably cleaned and left in the same condition it was found. All decorations must be disposed of properly by the organization holding the event. If extra clean up is required by our staff, you will be subject to a \$50.00 fee which will be included in the final invoice.

The Conference Center usage rates are for a 4-hour time period. Each additional hour used is \$25.00. Therefore, schedule your event & decorating/clean up times accordingly.

It is the renter's responsibility to communicate to us in advance the specific set-up requirements needed. Changes after the initial set-up is complete could result in additional charges. **We do not have personnel available to move tables & chairs after initial set-up is complete!**

Non-University groups must furnish a certificate of insurance prior to the event reflecting appropriate liability insurance covering participants and spectators. This policy shall be made in favor of the University of Louisiana at Monroe with a minimum coverage requirement of \$1,000,000 property damage, \$1,000,000 personal liability per person and \$1,000,000 per accident.

Non-University groups must pay a 50% deposit to confirm their reservation. Cancellations will be honored up to 4 weeks prior to the event date. Any cancellation within 4 weeks will result in the forfeit of the deposit.