



University House

100 Delano
 Monroe, LA 71209
 (318) 342-3624 Office (318) 342-3679 Fax

<p style="text-align: center;"><u>Overnight Stay</u> (\$65.00 per night - continental breakfast included)</p> <p>Date of Arrival: _____ Time: _____</p> <p>Date of Departure: _____ Time: _____</p> <p>Number of Rooms: _____</p> <p>Name of Guest(s): _____</p> <p>_____</p> <p>_____</p>	<p style="text-align: center;"><u>Meeting Space</u> (\$20.00 per hour – 2 hour minimum)</p> <p>Name of Event: _____</p> <p>Date of Event: _____</p> <p>Start Time: _____ End Time: _____</p> <p>_____ Meeting Room (max. capacity is 45) _____ Parlor/Kitchen Area</p> <p>Expected number of guests: _____</p> <p>Please describe Event: _____</p> <p>_____</p>
<p style="text-align: center;"><u>Contact Information</u></p> <p>Contact Person: _____</p> <p>Department/Organization: _____</p> <p>Address: _____</p> <p>Work Phone: _____ Cell: _____</p> <p>Home Phone: _____</p> <p>Email: _____</p>	<p style="text-align: center;"><u>Food Service</u></p> <p>Will you need catering? Yes _____ No _____ If Yes...contact Aramark @ 342-3605</p> <p>Will Alcohol be served? Yes _____ No _____ If Yes...contact Univ. Police @ 342-5350</p> <p>Officer's Signature _____</p>
<p style="text-align: center;"><u>Method of Payment</u></p> <p>_____ Check (personal or organization) _____ Foundation Check _____ Interdepartmental Request (Account number _____)</p> <p>Requesting Agent _____ Date _____</p> <p>Approving Agent _____ Date _____</p>	



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Operating Policies for the University House

The ULM University House operates as a multi-purpose facility to benefit the University community with special use privileges afforded to the ULM Faculty Senate. In addition to serving as the official meeting site of the Senate, the University House offers bed-and-breakfast accommodations, meeting space and reception areas for the rest of the University community. General operation of the facility is under the management of the Division of University Advancement and External Affairs.

Staffing:

The Facility Coordinator for the Conference Center and the University House shall be responsible for the day-to-day management of the University House.

- All booking arrangements shall be made through the Facility Coordinator's office on the 7th floor of the Library, room 704 - phone number 342-3624.
- A member of the custodial staff shall clean and prepare the House for guests and meetings.
- All needed maintenance work shall be preformed by the University's Physical Plant based upon requests of the Facility Coordinator.

Supplies:

- Cleaning supplies will be provided and stored at the University House for use by the custodial staff.
- Liquid soap for public restrooms, paper towels, boxed tissues, toilet paper and trash can liners will be secured through the Physical Plant or appropriate business outlets.
- Travel-size toiletry items (soap/shampoo) are to be made available for the guests. These are to be secured by the Facility Coordinator.

Food Service:

- Aramark Corporation Food Service will provide all catering needs.
- Aramark will provide coffee, tea bags, coffee filters, cream singles and sugar/sweetener singles for the kitchen and the guest bedrooms.
- If alcoholic beverages are to be served, security is required & must be provided by the **University Police**. Call **318-342-5350** @ 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 be assigned by Aramark. This charge will be included in their invoice. Please discuss these details with their catering manager.

Billing Procedures:

- The Facilities Coordinator shall bill all clients with revenues deposited and assigned to account number 1-11420-0442. Expenses for operations will be paid from account number 2-13310.

Rental Fees:

- The charge for guest bedrooms is \$65.00 per night (continental breakfast included).
- The charge for the first floor meeting/reception room is \$20.00 per hour. There is a two-hour minimum charge for any event.