

RENTAL REQUEST FORM
The University of Louisiana at Monroe
Anna Gray Noe Alumni Center
ULM Station
Monroe, LA 71209
(318) 342-5420 - Office
(318) 342-3620 - Fax

Individuals and/or organizations wishing to lease the Alumni Center **must** qualify under one of the following:

- () Current dues-paying member of the **ULM Alumni Association**
Alumni Name _____
- () ULM faculty, staff and/or student organizations (**for ULM functions only**) Faculty/Staff or Student Organization _____

- () Individuals, organizations or businesses that have contributed a **minimum of \$1,000** to the Greater ULM Annual Fund and/or the ULM Foundation
Donor's Name _____

FACILITY:

- 1) The Alumni Center may **not** be rented for dances (excluding wedding receptions), political activities or entrepreneurial purposes.
- 2) The Alumni Center may **not** be scheduled on a weekly or monthly basis.

Type of Function: _____

Date of Function: _____

Time of Function: _____ til _____ Total Hours: _____

of Attendees: _____

Alcohol: YES NO (Must be a ULM Police Officer on duty-342-5350 - 1 per every 100 people. There is a 3 hour minimum)

Contact Person: _____

Telephone Number: _____ Cell Phone: _____

Work Number: _____

E-Mail Address: _____

Mailing Address: _____

City, State, Zip: _____

FEES

() ULM Departments and Student Groups

- 2 hour minimum charge
- \$20.00 an hour

() Wedding Receptions, Private Parties, and Meetings (meetings must not be for entrepreneurial purposes or in direct conflict with cultural and/or educational programs currently provided through ULM)

- \$200 which gives you 2 hours use (used as deposit)
- \$50.00 an hour after the first 2 hours.
- Must be out by midnight
- There is a 2 hour minimum charge

**** All Fees must be paid in advance****

RENTER'S RESPONSIBILITIES - IT IS YOUR RESPONSIBILITY TO COMMUNICATE WITH YOUR CATERER AND DECORATORS. YOU ARE PAYING FOR TIME THEY USE THE BUILDING.

Renters must:

- Provide appropriate liability insurance for the event
- Provide caterers and other workers on alumni center policies
- Contact alumni center at least 2 weeks prior to event to confirm room set up, time of event, and provide insurance.
- Provide all equipment for the event (sound system, stereo equipment, etc.)
- Rent a dance floor if there will be any type of dancing during the event. You must make all the arrangements for installation and removal.
- Provide table coverings and trash bags.
- Take trash to the dumpster out by the road
- Not tack, nail, or use any type of tape on the walls, doors, or lattice work inside or outside of the building. **(There will be a charge for repairs if this is done)**
- Use birdseed or flower petals and must keep it outside of the center.
- Have a ULM Officer on duty, at all times, if alcoholic beverages are served or if alumni personnel requires one. One officer for every 100 people is required. ULM Police number - 342-5350. There fee is \$25.00 an hour with alcohol and \$20.00 without alcohol.
- Make sure no one from their party is parking in the Alumni Center yard. You will be responsible for any damages to the yard or sprinkler system.

Yes - I understand the renter's responsibility:

Signature and Date

Renter is renting **only** the Social Room. However, you will have access to the front foyer, bathrooms, kitchen and outside area. The Social Room is 60' long and 48' wide. The Alumni Center has 17 tables (4 x 6), 15 round tables (60") and chairs available for usage. The kitchen is equipped with a range, refrigerator and ice maker. You may use any of them. Double check to make sure the ice maker is working. No dishes, cooking/serving utensils, or dishtowels are provided.

HOSTESS RESPONSIBILITIES

The Alumni Center will provide a Hostess during each event. The Hostess will **not** be responsible for room set-up or clean-up. The Hostess will:

- Open the Alumni Center for your event
- Answer the phone and direct emergency calls to the appropriate parties
- Assist renter in an emergency situation
- Check the condition of the center and grounds when event is over to ensure cleanliness and security

THE ALUMNI CENTER WILL NOT BE RESERVED UNTIL THIS FORM IS COMPLETED AND THE DEPOSIT IS PAID. CANCELLATIONS WILL BE HONORED UP TO 4 WEEKS PRIOR TO THE EVENT.