



The University of Louisiana at Monroe

Anna Gray Noe Alumni Center

ULM Station

Monroe, LA 71209

(318) 342-5420 – Office - (318) 342-3620 – Fax

General Information:

1. The Alumni Center may not be rented for dances (excluding wedding receptions), political activities or entrepreneurial purposes. Events must not be in direct conflict with cultural and/or educational programs currently provided through ULM.
2. The Alumni Center may not be scheduled on a weekly or monthly basis.
3. The Alumni Center will not be reserved until the contract is completed and the deposit is paid
4. Cancellations will be honored and deposits will be refunded up to **60 days prior** to the event.
5. The renter will need to provide additional liability insurance (\$1,000,000.00)
6. When the building is rented this includes the social room, lobby, kitchen, and restrooms.
7. Social Room is 60' long and 48' wide. We have 15 rounds tables (60") and 25 (6') tables.

Event Information

Type of Function: _____

Date of Function: _____

Time of Function: _____ til _____ Total Hours: _____

Number of Attendees: _____

Contact Person: _____

Home Number: _____ Cell Number: _____

Work Number: _____

E-Mail: _____

Mailing Address: _____

City, State, Zip: _____

Will there be alcohol: YES* NO

**YOU MUST HAVE A LICENCED BARTENDER IF YOU HAVE ALCOHOL
AND MUST TURN IN A COPY OF THEIR CURRENT LICENCE.**

*There must be a ULM Police Officer on duty if there is alcohol present. One officer per every 100 people with a 3 hour minimum. **Contact** the ULM Police Department at 342-5350. You will need to pay the officer at the event.

Officer's Signature _____

FEES

- () ULM Departments and Student Groups
 - 2 hour minimum charge
 - \$30.00 an hour

- () Wedding Receptions, Private Parties, Workshops, and Meetings

ALUMNI RATE

- \$300.00 which gives you 2 hours use (This is used as the deposit)
- \$50.00 an hour for each additional hour.
- Bride, groom or parents must be a dues paying alumni to get this rate.
- The person renting the center for the party must be the alumnus.
- Event needs to be over by midnight.
- There is a 2 hour minimum charge

NON ALUMNI RATE

- \$400.00 which gives you 2 hours use (This is used as the deposit)
- \$60.00 an hour for each additional hour
- Event needs to be over by midnight
- There is a 2 hour minimum charge

- () Organizations or businesses that have contributed a minimum of \$1000.00 to the ULM Annual Fund or the ULM Foundation

Donor's Name: _____

- \$300.00 which gives you 2 hours use (This is used as the deposit)
- \$ 50.00 an hour after the first 2 hours.
- Event needs to be over 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:

Contact alumni center at least 2 weeks prior to event to confirm room set up, time of event, provide insurance, and paid all fees

Rent a dance floor if there will be any dancing inside during the event.

Provide table coverings and trash bags. All trash must be taken to the dumpster by the road!!!

NO tacks, nails, or use of any type of tape on the walls, doors, or lattice work may be used. There will be additional cost to you if something needs to be repaired because this was done.

You may only use birdseed to throw and it must be kept outside. (Weddings Only)

The Alumni Center has the right to request that you have an officer present during your event.

If overtime for our ULM custodial staff is needed for set ups, you will be responsible for this fee.

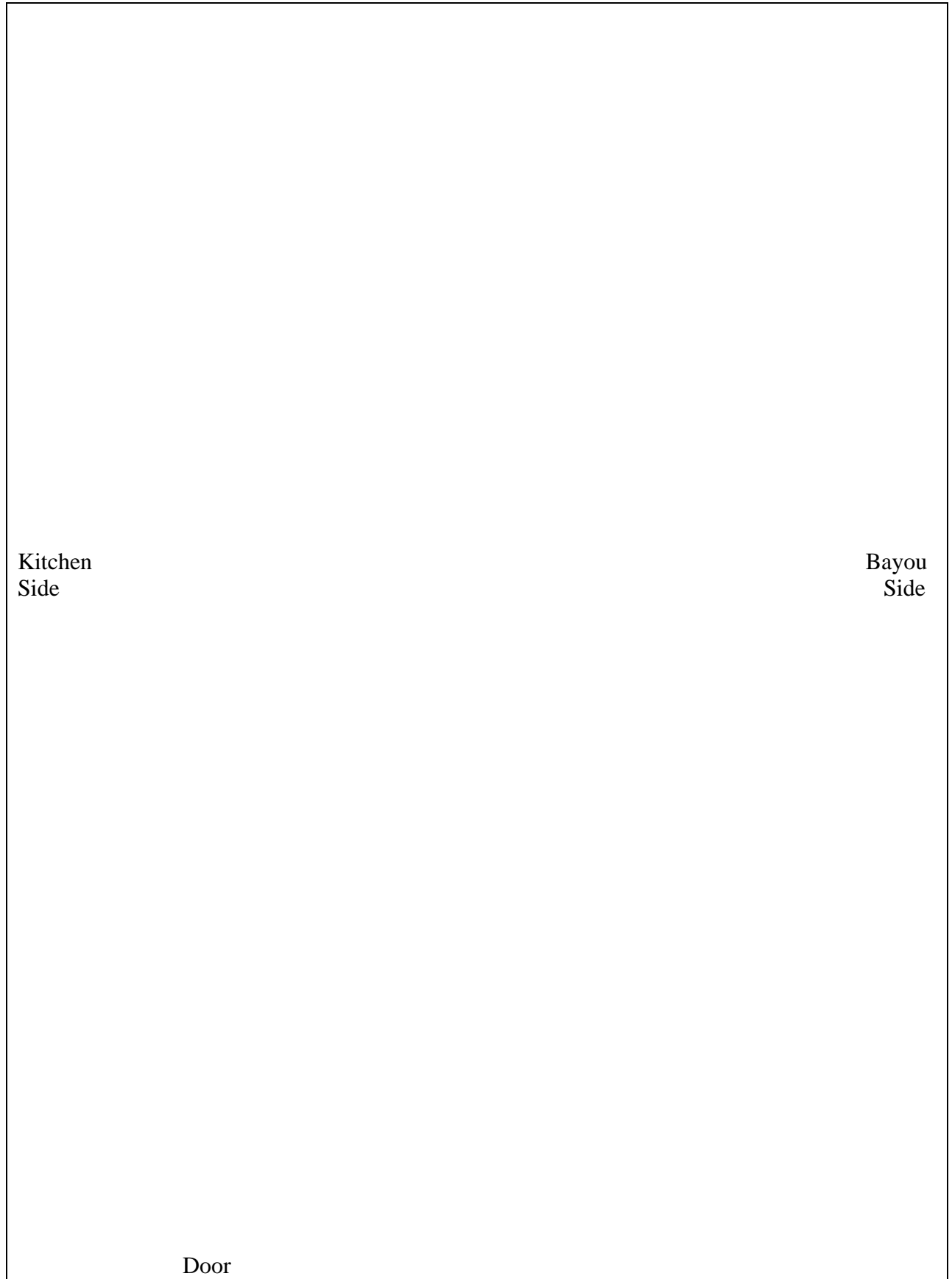
Make sure no one from your party is parking in the Alumni Center yard. You will be responsible for any damages to the yard or sprinkler system.

There will be a hostess on duty during your event. You must check in with the hostess when you get here and let her know you are leaving. There will be a walk through inspection at the end of your event.

Signature and Date: _____

Event: _____

Date: _____



Kitchen
Side

Bayou
Side

Door



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Insurance Requirements

Renter shall procure and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property which may arise from or in connection with the Renter's use of the rented premises. The cost of such insurance shall be borne by the Renter.

A. Minimum Scope of Insurance

Coverage shall be at least as broad as:

Insurance Services Office form number GL 0002 (ED. 1/73) covering comprehensive General Liability and Insurance Services Office form number GL 0404 covering Broad Form Comprehensive General Liability; or Insurance Services Office Commercial General Liability coverage (“occurrence” form CG 0001). : Claims Mae” form is unacceptable. The “occurrence form” shall not have a “sunset clause”.

B. Minimum Limit of Insurance

Renter shall maintain limits no less than:

Comprehensive General Liability: **\$1,000,000** combined with limit per occurrence for bodily injury, personal injury and property damage.

C. Deductibles and Self-Insured Retentions

Any deductibles or self-insured retentions must be declared to and approved by the University of Louisiana at Monroe. At the option of the University of Louisiana, Monroe either: the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects the University of Louisiana at Monroe, its officers, officials and employees; or the Renter shall procure a bond guaranteeing payment of losses and related investigation, claim administration, and defense expenses.

D. Other Insurance Provisions

1. General Liability

- a. The University of Louisiana at Monroe, its officers, officials, employees and volunteers are to be covered as “additional insured’s” as respects: liability arising out of premises owned, occupied or used by the Renter. The coverage shall contain no special limitation on the scope of protection afforded to the University, its officers, officials, employees or volunteers.

- b. Any failure to comply with reporting provisions of the policies shall not affect coverage provided to the University of Louisiana at Monroe, its officers, officials, employees or volunteers.

2. All Coverage's

Each insurance policy required by this clause shall be endorsed to state that coverage shall not be suspended, voided, canceled, reduced in coverage or in limits except after thirty (30) days prior written notice by certified mail, return receipt requested, has been given to the University of Louisiana at Monroe

D. Acceptability of Coverage

Insurance is to be placed with insurers with a Best's rating of no less than A-VI.

E. Verification of Coverage

Renter shall furnish the University with certificates of insurance, effecting coverage required by this clause. The certificates are to be received and approved by the University of Louisiana at Monroe before the rent commences. The University of Louisiana at Monroe reserves the right to require complete, certified copies of all required insurance policies at any time.