



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

Contract turned in: \_\_\_\_\_  
 Deposit pd: \_\_\_\_\_  
 Balanced: \_\_\_\_\_  
 Ins. turned in: \_\_\_\_\_  
 Set up turned in: \_\_\_\_\_  
 Dep. to bank: \_\_\_\_\_

**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**

Event Title: \_\_\_\_\_ Date: \_\_\_\_\_

Time of Function: \_\_\_\_\_ til \_\_\_\_\_ Total Hours: \_\_\_\_\_

Number of Attendees: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Home Number: \_\_\_\_\_

Cell Number: \_\_\_\_\_ Work Number: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Caterer: \_\_\_\_\_

Rentals: \_\_\_\_\_

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 an active paying alumni to get this rate.
- Event must 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 must 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 must 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.

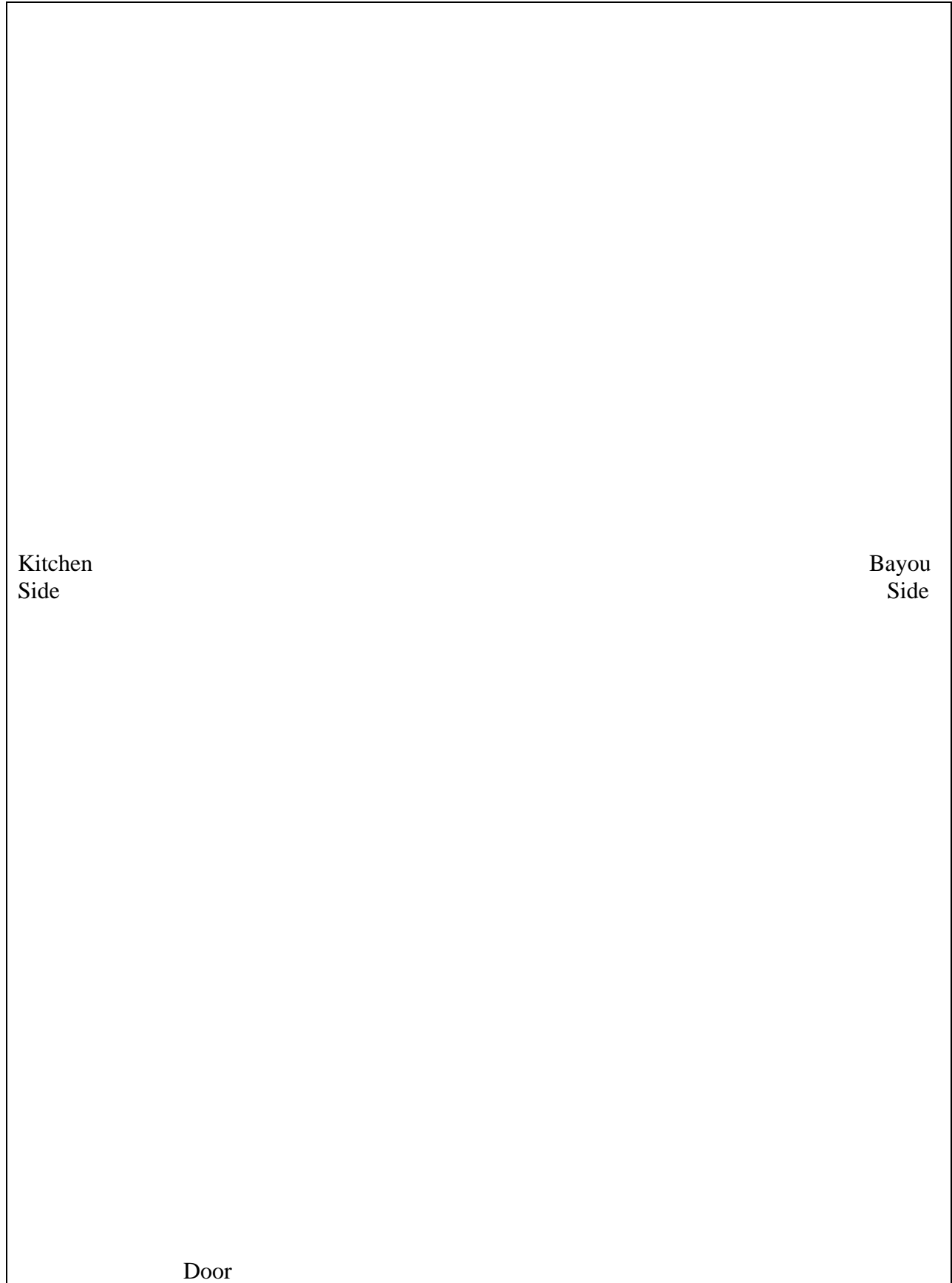
Make sure no one from your party is parking in the Alumni Center yard. You will be responsible for any damages to the yard or sprinkler system.

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: \_\_\_\_\_ DATE: \_\_\_\_\_

Event: \_\_\_\_\_

Date: \_\_\_\_\_



Kitchen  
Side

Bayou  
Side

Door