

MISCELLANEOUS CAMPUS INFORMATION

Alumni Center Booking Form

600 East St. Mary Boulevard: 482-0900

<http://louisianaalumni.org/>

Use of the Alumni Center is encouraged and recommended for functions and activities of University affiliated organizations and departments. Events booked at the UL Lafayette Alumni Center are considered pending until the booking form is returned with appropriate signatures. Contact the Alumni Center, 482-0900, for information on use of the facility, terms, conditions, fees, and confirmation of reservation.

UL Lafayette Alumni Center Booking Form

The Alumni Association maintains the Center for University use. The Alumni Center is not for personal use.

Enclosed you will find an Alumni Center booking form and floor plans of the Heymann house and board room. Fill out all applicable areas. Please read the *Terms and Conditions of Use* carefully. Your signature on this form indicates your intent to comply with all terms of this agreement. ***Please note that your date is not confirmed until you return the booking form and all fees. Completed forms and deposits should be turned in to the Alumni Association at least two weeks prior to the date of your function.***

Steps to Complete Your Booking Form

1. Secure all signatures.

Student Organizations require signatures of Faculty Advisor and Dean of Students. The University Police Chief's signature is required if the function is being held after 5:00 p.m. weekdays, on weekends, or if alcohol is being served.

Departmental Organizations require signatures of Department Head, Dean or Director and the applicable Vice President. The University Police Chief's signature is required if the function is being held after 5:00 p.m. weekdays, on weekends or if alcohol is being served.

Other Organizations require signatures of Organization Contact and Alumni Staff. The University Police Chief's signature is required if function is being held after 5:00 p.m. weekdays, on weekends, or if alcohol is being served.

When food or alcohol is being served the University President's signature is required on the booking form. Submit the booking form to the President attaching a separate letter requesting approval. In the case of a Student or Departmental Organization, the letter must state where the funds are coming from to provide alcohol/food as well as an estimated dollar amount.

2. The form has a place for a University Account number. In the absence of a University Account number, you must submit a \$50.00 check for deposit and a separate check for fees. The check should be made payable to the UL Lafayette Alumni Center.

3. The fee schedule is as follows:

Student Organizations using the Center after 4:30 p.m. pay \$50.

Departmental Organizations using the Center after 4:30 p.m. pay \$150 unless the event is a multi-day function which prohibits normal use of the facility, in which case the charge will be \$150 per day.

Other Organizations there is a \$200 per day donation for use of the Center at any time, day, evenings or on weekends.

Security University Police must be present at any function where alcohol is being served or at any after-hours function of 100 or more people. This is a separate expense. Contact University Police to determine their fee for your event at 482-6447.

Allow ample time for routing this form. Your date is tentative until we receive this document with all required signatures. Mail the completed form to Tammy Habetz by: 1) postal mail to: UL Lafayette Alumni Association; P.O. Box 40151; Lafayette, LA 70504-0151; 2) campus mail to: Alumni, UL Lafayette; or 3) by fax to: (337) 482-0931. Once this office receives your request we will forward the information to Physical Plant for set up, if needed. If you have any questions, call Tammy Habetz, Administrative Coordinator at (337) 482-0900.

Thank you in advance for your cooperation.

Please write legibly or type. Your event is not scheduled until Alumni received this completed form with all required signatures

Revised February 2008

UL LAFAYETTE ALUMNI CENTER BOOKING FORM

The Alumni Association maintains the Center for University use. The Alumni Center is not for personal use

VERY IMPORTANT: Facility Manager must be called (349-6012) at the conclusion of any after-hours event to appropriately secure the facility. FAILURE TO DO SO FORFEITS THE DEPOSIT.

Terms and Conditions of Use

- Any group or individual using the UL Lafayette Alumni Center shall abide within the limits of regulatory codes of the City of Lafayette and the State of Louisiana.
- Security must be provided through the University Police for any event of 100 or more persons after normal office hours and at all events where alcoholic beverages are served. Payment for security shall be a separate item and shall be made directly to the Chief of University Police.
- Access to the UL Lafayette Alumni Center after normal working hours must be arranged through the Alumni office by phoning (337)482-0900. Access will be provided only if a completed booking form is on file. ***REMINDER: It is the responsibility of representative/organization to call Chris LaBauve, Facility Manager, at the conclusion of any after-hours event so that he may secure the facility. Failure to do so forfeits the deposit.***
- The UL Lafayette Alumni Center is a smoke free environment. The **No Smoking** policy will be strictly enforced.
- Activities deemed to cause damage to hard wood floors (such as dancing, placement of folding tables, folding chairs, etc.) are prohibited.
- Representative/Organization agrees to leave the facility clean by removing waste from the premises. Dumpsters are located at rear of Center. Representative/organization further agrees to maintain the Center in the condition received. No tacks, glue, tape or staples will be allowed on walls, doors, windows or any other areas of the UL Lafayette Alumni Center. All decorations and hanging devices must be approved by the office manager prior to their use.
- Representative/organization shall pay the cost of repairing or replacing all damage done to any part of the building or any of the fixtures, furniture or furnishings which occurred during the representative's/organization's use. The UL Lafayette Alumni Association, through the office manager, shall determine whether any such damage has been done, the extent of the damage and the reasonable cost of repair.
- When events are to be catered, representative/organization must obtain appropriate signatures and must abide by University regulations governing that particular organization or department. Alcoholic beverages must be provided by an approved caterer and responsibility and liability for serving alcoholic beverages/food will rest with the caterer.
- When events are not catered, representative/organization assumes all liability for serving any alcohol/food brought in to the Center.
- There is limited parking available at the front and rear of the Center. Parking is available at no extra charge after regular office hours in campus lots located near the Center. For large events at any time special arrangements must be made for parking with University Police (482-6447) and the office of Parking and Transit (482-6858).
- Rearranging of furniture or the addition of tables, chairs, etc., must receive prior approval from the office manager. Furniture may not be removed from the Center.
- The upstairs is office area and is off limits.
- Set-up of tents, staging, chairs, etc., is allowed only in designated areas on Center grounds and must receive prior approval from office manager. Designated areas exclude the inside perimeter of the many live oak tree canopies on the grounds without prior approval from the office manager.
- No vehicle traffic is permitted on the lawn, paved, and landscaped areas without prior approval from the office manager. Be aware that vehicle traffic arrangements are conditional upon favorable weather and prohibited during periods of rainfall in order to prevent damage to the lawn and landscaped areas.
- Outdoor grilling. Be aware that the preferred open flame grilling areas are between the doors of the board room, along the right side of the patio extension and near the arch between the house and wing. Other placement must receive approval from the office manager.
- Any special set-up needs must be handled by the representative/organization sponsoring the event or through arrangements made with the University's Physical Plant. The Alumni Center must be returned to its normal order before the beginning of the next regular working day.
- The Alumni Association reserves the right to cancel a reservation if a scheduling conflict occurs.
- A department or organization which allows the facility to be used by an external group/individual thereby obtaining the facility under what is determined by the office manager to be false pretenses is subject to a fine and loss of facility privileges.
- Boiling seafood on the Alumni grounds is prohibited. Caterers may bring already cooked seafood onto grounds, but shells and remains must be taken off of premises after event is over. Failure to do so forfeits the deposit.

Please write legibly or type. Your event is not scheduled until Alumni receives this completed form with all required signatures.

Revised February 2008

Department/Organization _____ Application Date _____

Name of Representative _____ Phone _____

Title/Position of Representative _____

Street Address _____ City _____ State _____ Zip _____

Faculty Advisor (if applicable) (print) _____ Phone _____

Type of Organization: Student _____ Faculty/Staff _____ Alumni _____ Other _____

Date of Event _____ Time of Event: From _____ Until _____

**** Please note that University business is conducted from 7:30 a.m. to 4:30 p.m. Keep noise down to a minimum.****

University Account # _____ (Submit \$50 check for deposit and separate check for fees if no account is applicable. Checks are to be made payable to UL Lafayette Alumni Center.)

Description of Event _____

Est. # attendees: _____

Catering: Please note: Student Organizations and University Departments must obtain written approval from the University President if food and/or alcohol will be served. "Other" groups must obtain President's signature here to serve alcohol as well.

NO FOOD IS ALLOWED IN THE BOARD ROOM.

Campus Catering _____ Other (Please specify below) _____

Please indicate whether permission to serve alcohol is desired: _____ Yes _____ No

I certify by my signature that alcohol will not be served or sold to anyone under 21 years of age:

Name _____ Date _____ Approved by University President _____ Date _____

President's comments: _____

University Police will assign an officer[s] to all events where alcoholic beverages are served. Payment shall be a separate item and arranged with the Chief of University Police by calling 482-6447.

Maintenance Set Up Needs: (Please use attached diagrams to indicate set up requirements.) There are NO tables available.

Please check all areas to be used: _____ Main House # of chairs _____
_____ Board Room (no food allowed) # of chairs _____
_____ Courtyard # of chairs _____
_____ Front/Back Lawn # of chairs _____
_____ Sunroom # of chairs _____

Main House has room numbers. Please include all that are applicable. _____

Maintenance use only : Set Up (Time) _____ Take Down (Time) _____

*Please write legibly or type. Your event is not scheduled until Alumni receives this completed form with all requires signatures
Revised February 2008*

UL LAFAYETTE ALUMNI CENTER BOOKING FORM

The Alumni Association maintains the Center for University use. The Alumni Center is not for personal use.

Approvals Required

Student Organization	Departmental Organization	Other
_____ <i>Faculty Advisor</i> <i>Date</i>	_____ <i>Dept. Head/Dean/Director</i> <i>Date</i>	_____ <i>Organization Contact</i> <i>Date</i>
_____ <i>Dean of Students</i> <i>Date</i>	_____ <i>Vice President</i> <i>Date</i>	_____ <i>Alumni Staff</i> <i>Date</i>
_____ <i>University Police</i> <i>Date</i>	_____ <i>University Police</i> <i>Date</i>	_____ <i>University Police</i> <i>Date</i>

Indicated signatures are required and should be legible. University Police will forward this form to the Alumni Center.

Certification

By my signature below, I certify that I have read, understand, and intend to comply with the Terms and Conditions of Use as well as with the University regulations governing special events, catering, and alcoholic beverages. Failure to comply could result in additional charges, loss of facility privileges or forfeit of deposit. I further certify that this organization shall be responsible for all University charges for this event (i.e., security, maintenance, etc.). Furthermore, by my signature, I agree to be responsible for any damages that may occur during my organization's or department's use of the facility.

Organization/Department Representative _____
Date

Facility Management Approval _____
Date

Additional Comments _____

Please write legibly or type. Your event is not scheduled until Alumni receives this completed form with all required signatures.

Revised February 2008

Cajun Card Services

Student Union, Room 130, Phone: 851-2273

<http://cajuncard.louisiana.edu>

The *Cajun Card* functions as a Student, Faculty, or Staff ID card. It can be used as a meal plan card to purchase food at the food outlets across campus, snacks and drinks in vending machines across campus, supplies and books at the UL Lafayette Bookstore, and copies. In addition the Cajun Card provides computer lab and building access, and can serve as a season ticket to all regular season home Ragin' Cajun athletic events.

The Cajun Card is like a debit card. Money can be added to the card and used all across campus.

Campus Diversity

Martin Hall, Room 243, Phone: 482-6464

www.diversity.louisiana.edu

The mission of the Office for Campus Diversity is to foster inclusion, appreciation and understanding of diversity throughout the university by advising the President and the University community on diversity related initiatives, issues and goals.

The office provides leadership to attract and maintain a diverse student body, faculty and administrative staff in order to promote a quality and diverse learning and social environment.

Campus Police

Bittle Hall, Phone: 482-6447

www.louisiana.edu/Student/Police/

Important services provided by the UL Lafayette Police Department are:

- handling the 24-hour "Dean-on-Call" system which alerts the proper dean or staff member of an emergency
- handling/investigating any campus crime or traffic accident
- providing walking and mountain bike patrol
- monitoring alarms (fire, burglary, code blue) throughout campus
- providing lobby supervisors for female residence halls
- providing a bicycle registration program for the UL Lafayette community

Cashiers' Office

Student Cashiers, Corona Hall, Phone: 482-6385

Campus Departments, Cashiers, Martin Hall, Room 116, Phone: 482-6252

The Student Cashiers' Office, located in Corona Hall, is responsible for the receipt and custody of all student monies accruing to the University and is under the direction of the Bursar. Another cashiering section is located in Martin Hall to handle the receipt of all other University revenues and all cash transactions for campus departments.

Child Care

E. Lewis Street, Phone: 482-5739

www.louisiana.edu/Student/ChildDev/

E-mail: sbm9380@louisiana.edu

The University, in conjunction with the Student Government Association (SGA), operates a State Licensed Child Development Center. The Center offers child care services for children of students, staff, and faculty of the University. Children must be between the ages of twelve months and seven years.

Counseling and Testing Services

Olivier Hall, Room 212, Phone: 482-6480

www.louisiana.edu/Student/Counseling/

Counseling & Testing provides professional counseling services for students and University employees. These services include: personal counseling for students, faculty, and staff (i.e., crisis intervention, short-term counseling for individuals, couples, and groups), information provided for nationally standardized tests and administration of tests, group counseling, and responding to requests from individuals, campus groups or departments who need information, advice, or customized programming on timely issues.

International Student Office

Brook Street Annex (behind McDonald's and off St. Mary Boulevard), Phone: 482-6819

Provides cultural, academic, financial, immigration, or personal assistance for international students. Serves as liaison between international students and the various University's administrative and departmental offices.

Food Courts – Food Services

www.dining.louisiana.edu/locations.shtml

Ragin Cajun Food Court, Conference Center

Café de Lafayette, Student Union, 2nd Floor

Café Fleur des Lis, Legacy Park

Smoothie Bar, Bourgeois Hall

Cypress Lake Café and Coffee Shop, Guillory Hall

Gumbo U

Student Union, Room 206, Phone: 482-6380

www.louisiana.edu/Student/GumboU/

E-mail: GumboU@louisiana.edu

Gumbo U offers leisure learning courses catering to the interests of the local general public; they are open to students of all ages. Learn Cajun dance, French, tennis, interior design, pottery, and even acting. Check the website for Schedule of Courses and fees.

Parking and Transit

Olivier Hall, Room 100, Phone: 482-6858

www.park.louisiana.edu/

Any vehicle parked on University property must be registered with the UL Lafayette Parking & Transit Department. Check the website for parking information.

Potpourri

Conference Center, Room 122, Phone: 482-6386

www.ce.louisiana.edu

Potpourri programs are designed with the general public's interests in mind. Potpourri courses are taught primarily in the evening and on weekends for the benefit of working individuals. The summer semester offers a large variety and quantity of children's courses that are scheduled throughout the day. Check the website for Schedule of Courses and fees.

Printing Services

439 Coliseum Drive, Phone: 482-6341

www.louisiana.edu/InfoTech/MediaPrintSvcs/PrintShop/intro.html

www.louisiana.edu/InfoTech/MediaPrintSvcs/Copyright/

E-mail: printshop@louisiana.edu

Printing services is a full service printing and production facility serving the printing needs of the University Community. Printing Services offers the latest in high speed copying using copiers designed for large volume jobs. See website for *Copyright Handbook*. When submitting a printing order, a Printing Requisition form signed by the Department Head must be attached to the work. This form tells Printing Services personnel exactly what your job will require. If work is dropped off prior to 8:30 a.m., it will be ready to be picked up no later than 4:00 p.m. the same day for jobs of 500 images or less.

Printing Requisition Form

PHOTOCOPY DEPT. USE ONLY Date Completed: _____	<div style="border: 1px solid black; padding: 5px; display: inline-block;"> PRINTING REQUISITION <i>Please Use One Requisition for Each Item</i> Voice 482-6341 • Fax 262-1031 • PrintingServices@louisiana.edu </div>	PRINTING SERVICES USE ONLY Job No.: _____ Date Received: _____
Department Information To expedite this order, PLEASE complete all the information below including delivery instructions. Please Type or Print.		
Date Submitted: _____		Date Needed: _____
Person Requesting Job: _____		Phone No.: _____ Fax No.: _____
Department: _____		Account No. to be Charged: _____
Department Head Signature: _____ <small>DEPARTMENT HEAD SIGNATURE IS NEEDED BEFORE ANY WORK CAN BEGIN</small>		
Please select one: A. _____ I am approving funding for this printing up to \$ _____ <i>Actual work will not begin until approvals have been received.</i> B. _____ I need to see the estimate prior to approval. <i>(Please sign to approve estimate.)</i> _____ <small>DEPARTMENT HEAD ESTIMATE APPROVAL DATE</small>		
COPYRIGHTED MATERIAL 1. I agree to indemnify, hold harmless and defend the University of Louisiana at Lafayette, its employees, agents and representatives, in any claim or lawsuit that may be made or filed, which arises from my request for duplication, or use of any copyright material, whether said copyright is actual or implied. 2. I also agree to indemnify, hold harmless and defend the University of Louisiana at Lafayette, its employees, agents and representatives, from any claims or lawsuits that may arise as a result of my direction to the staff of Printing Services of the University of Louisiana at Lafayette. 3. I understand and agree that if said materials contain copyrighted materials, I am solely responsible for obtaining written permission for same prior to duplication or use.		
Work Order (You must provide all information requested.)		
Description of Work: _____		Sheet Size: _____
Front and back are considered 2 originals. No. of Originals: _____ Copies Per Original: _____ Paper Weight _____ # Color _____ Ink _____ Cover Weight _____ # Color _____ Ink _____		
Printing Preference: <input type="checkbox"/> Front Only <input type="checkbox"/> Front & Back <input type="checkbox"/> Photocopy (1,500 copies max per original, black ink only) <input type="checkbox"/> Typeset <input type="checkbox"/> Offset Printing <input type="checkbox"/> Disk <input type="checkbox"/> File <small>Change in quantity or format after all approvals are acquired will necessitate additional charges and an extended completion date. Printing Services will begin work on this request ONLY after fund approval is received from the Comptroller's Office.</small>		Bindery Needed: <input type="checkbox"/> Staple(s) <input type="checkbox"/> Perforate <input type="checkbox"/> 1@ Top Left <input type="checkbox"/> Score <input type="checkbox"/> 2@ Left <input type="checkbox"/> Perfect Bind <input type="checkbox"/> Collate <input type="checkbox"/> Saddle <input type="checkbox"/> Coil Bind <input type="checkbox"/> Paper Tab <input type="checkbox"/> Drill Hole(s) <input type="checkbox"/> Spiral Bind <input type="checkbox"/> Laminate <input type="checkbox"/> Pad _____ sheets/pad <input type="checkbox"/> Wire Bind <input type="checkbox"/> Cut _____ <input type="checkbox"/> Number: Start _____ End _____
Fold Needed: <input type="checkbox"/> 1/2 <input type="checkbox"/> 1/3 <input type="checkbox"/> 1/4 <input type="checkbox"/> Do Not Fold <input type="checkbox"/> Special Fold, see example provided Page #1 Must Face: <input type="checkbox"/> Out <input type="checkbox"/> In		
Deliver Completed Work To: Person: _____ Bldg: _____ Room: _____ Send Proof By: <input type="checkbox"/> Campus Mail To: _____ Bldg: _____ Room: _____ <input type="checkbox"/> Fax Number: _____ <input type="checkbox"/> E-mail Address: _____ Received By (Print): _____ Delivered By: _____ Date: _____ No. of Boxes _____		
To be completed by Printing Services only		
Price Estimate: \$ _____ By: _____ Date: _____ Minimum number of working days required to complete order AFTER receipt of final approvals and proofs approvals: _____		
Comptroller		
Fund Approval: _____		Date: _____
Composition Master Xerox Bindery		
4/01		

Signature Requirement

Questions concerning signatures should be made to the appropriate Vice President or President's Office.

Staff IDs

Student Union, Room 122, Phone: 851-2273

The Identification Systems office is responsible for producing all identification cards for students, faculty, and staff and producing the student pictures that appear in the Yearbook.

Student Union

Union Information Desk: 482-6940

www.louisiana.edu/Student/Union/

The Student Union complex comprises three buildings around Cypress Lake.

Corona Hall houses offices for a number of student organizations including the Student Government Association and *L'Acadien Yearbook*. Guillory Hall contains a coffee shop, study area, computer lab, and student organization mailboxes.

The UL Lafayette Union Building houses meeting rooms, lounges, ballroom, cafeteria, snack bar, theatre, information desk, art gallery, telephone facilities, Ticketmaster outlet, the UL Lafayette Bookstore, and Gumbo U Leisure Learning.

The Union Program Council is the organization responsible for presenting specific programs of a cultural, social, or recreational nature to the University community. The Council is composed of the student chairman of each of the standing committees: African-American Culture, Entertainment, Special Events, Spirit, and World Culture Issues. The Council also participates in the planning of campus-wide activities such as Lagniappe Day and Homecoming. UPC is located in the Student Union Room 206, 482-6128 or 482-6945.

Textbook Ordering

Dupré Library, Phone: 482-6041

library.louisiana.edu/Textbooks/

Dupré Library serves as the Textbook Clearinghouse for the University. All Textbook orders for courses taught at the University are collected through the clearinghouse and forwarded to the vendors. Instructions for ordering textbooks and the form are located at the websites. The document Textbook Orders: Policies and Procedures can be found in the "Policy Documents" section at the back of this Handbook. Check the website for due dates of semester orders.

UL Lafayette Foundation Accounts Withdrawal Request Form
UL Lafayette Foundation, 705 East St. Mary Street, Phone 482-0700
<http://foundation.louisiana.edu/>

Submit two (2) copies of this form anytime a withdrawal is requested from the UL Lafayette Foundation. Deliver form to the Office of the Executive Director, UL Lafayette Foundation.

UL Lafayette Foundation Accounts Withdrawal Request Form

UNIVERSITY OF LOUISIANA AT LAFAYETTE
 REQUEST FOR FUNDS FROM UL LAFAYETTE FOUNDATION

I. Request for funding from UL Lafayette Foundation in the amount of \$ _____
 is hereby made for the following purpose(s):

Check payable to: _____
 Send check to: _____
 Date funding is needed: _____

II. _____
 Account Number and Account Name

III. If funds are approved, they will be used in the following manner:

Personal Services	\$	
Travel		
Operating Services		
Supplies		
Professional Services		
Equipment		
Other		
TOTAL	\$	

IV. Funds have been provided from other sources to defray partial cost of this project.
 Yes _____ No _____ If answer is yes, state the source of funds and amounts.

Source	Amount

V. Have you previously requested and been awarded funds from the UL Lafayette Foundation?
 Yes _____ No _____ If answer is yes, state the source of funds and amounts.

Source	Amount

Requested by _____
Name (Please print or type) Date

Approved by: _____
Name of Department or Office

		<small>Date</small>
		<small>Date</small>
		<small>Date</small>
		<small>Date</small>
		<small>Date</small>
		<small>Date</small>

President Date