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. Dumpster 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/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

VII-2
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 ______________________

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**

<table>
<thead>
<tr>
<th>Student Organization</th>
<th>Departmental Organization</th>
<th>Other</th>
</tr>
</thead>
<tbody>
<tr>
<td>Faculty Advisor</td>
<td>Dept. Head/Dean/Director</td>
<td>Organization Contact</td>
</tr>
<tr>
<td>Date</td>
<td>Date</td>
<td>Date</td>
</tr>
<tr>
<td>Dean of Students</td>
<td>Vice President</td>
<td>Alumni Staff</td>
</tr>
<tr>
<td>Date</td>
<td>Date</td>
<td>Date</td>
</tr>
<tr>
<td>University Police</td>
<td>University Police</td>
<td>University Police</td>
</tr>
<tr>
<td>Date</td>
<td>Date</td>
<td>Date</td>
</tr>
</tbody>
</table>

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
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.

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.

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

The Student Cashiers’ Office, located in Coronna 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.

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**

![Printing Requisition Form](image)
**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/](http://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/](http://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

<table>
<thead>
<tr>
<th>UNIVERISTY OF LOUISIANA AT LAFAYETTE</th>
</tr>
</thead>
<tbody>
<tr>
<td>REQUEST FOR FUNDS FROM UL LAFAYETTE FOUNDATION</td>
</tr>
</tbody>
</table>

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

II. Check payable to: ________________________________

Send check to: ________________________________

Date funding is needed: ________________________________

III. Account Number and Account Name

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personal Services</td>
<td>$</td>
</tr>
<tr>
<td>Travel</td>
<td>$</td>
</tr>
<tr>
<td>Operating Services</td>
<td>$</td>
</tr>
<tr>
<td>Supplies</td>
<td>$</td>
</tr>
<tr>
<td>Professional Services</td>
<td>$</td>
</tr>
<tr>
<td>Equipment</td>
<td>$</td>
</tr>
<tr>
<td>Other</td>
<td>$</td>
</tr>
</tbody>
</table>

TOTAL $ ________________

IV. Funds have been provided from other sources to defray partial cost of this project.

   Yes ______ No ______

   If answer is yes, state 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 source of funds and amounts.

   Source __________________________ Amount __________

Requested by: ________________

Approved by: ________________

November 9, 2023