

If your organization wishes to use University facilities, you must follow these steps:

- A. Contact the Office of Student Life and Leadership to see if the desired date is open and does not conflict with other activities.
- B. If the date is open, you must complete an "Activity Request" form and file it with the Office of Student Life and Leadership at least ten days prior to the event.

Use of Facilities

The University Of Louisiana System Board Of Supervisors has established the following policy:

When facilities of the institution are used for activities other than those of the institution, organizations concerned shall be required to reimburse the school for all costs incurred in connection with the activity, and they shall be further required to carry sufficient public liability insurance to protect all parties concerned, including the institutions.

To implement this policy, The University of Louisiana at Monroe has adopted the following policy:

- A. Activities sponsored by student organizations must be under supervision of University Advisor or personnel and ULM reserves the right to establish the time, place, and circumstances under which the University's premises and facilities may be used by students, non-students, and student organizations.
- B. The Office of Student Life and Leadership shall have administrative responsibility for the use of ULM facilities by student organizations.
- C. The Office of Student Life and Leadership will initially determine whether the facility requested is available and review any questions by a student organization.
- D. The Office of Student Life and Leadership may grant or deny a request by a student organization.
- E. The Office of Student Life and Leadership may ask for a review of any such request.
- F. In considering the request for the use of a facility by a student organization, priority will be given to events scheduled or programmed by the University or University-funded organizations.
- G. ULM facilities will not be rented to an individual, nor will student organizations be permitted to sponsor or co-sponsor events for financial gain without the written approval from the Office of Student Life and Leadership.
- H. Student organizations requesting the use of University facilities shall make such requests using the Activity Request form, and, regardless of the facility requested, such requests must be referred to the Office of Student Life and Leadership for approval. Publicity must not be released until confirmation is received on the facility requested.
- I. Requests must include special equipment necessary for the scheduled event, such as stage dimensions, lights, public address systems, etc.
- J. If deemed necessary, student organizations using University facilities shall furnish to the Office of Student Life and Leadership an appropriate liability insurance policy covering participants and spectators no later than seven calendar days prior to the event, such policy to be made in favor of The University of Louisiana at Monroe, with minimum coverage requirements of \$1,000,000 property damage; \$1,000,000 each person; and \$1,000,000 each accident.
- K. Auxiliary Services reserves all concession rights.
- L. The responsibility for security, crowd control, and/or traffic control remains with the University. The number of Police Officers required for each performance will be determined by the University, and the user will be charged at a minimum rate per officer if security is required.
- M. Exceptions to this policy may be authorized by the Office of Student Life and Leadership if it is determined that the activity will bring desirable benefits to the University by use of its facilities, provided such activities do not conflict with scheduled University classwork, programs, and activities. An assessment to defray expenses of University Police, technicians, custodians, utilities, and other related costs shall be made.

Speakers and Entertainers

The University is a forum for ideas and their exchange. Such exchange can only occur on a scholarly plane if order is maintained and standards of decorum and good behavior are recognized by all. The University recognizes that some speakers or entertainers will have audiences of a single class or seminar and that other speakers or entertainers will be addressing themselves to a wider spectrum of the University community. It is the responsibility of the University to provide the climate and conditions for teaching, research, extension, and other services and the following policies are designed to serve these objectives:

- A. The arrangements for a speaker or entertainer, the conduct of the speaker or entertainer on campus, and the good order of the meeting are the concern of both the inviting group and the University. Only those student organizations recognized by the University may invite and sponsor speakers or entertainers.
- B. The University reserves the right to cancel any speaking or entertainment event it deems likely to cause an interruption in the University's orderly activities.
- C. The President or his duly authorized representative may order a speaking or entertainment event to be terminated on the grounds that it constitutes a disruptive activity. Any member of the faculty or staff or any student who resists such an order shall be subject to disciplinary action.
- D. The person or organization inviting a speaker or entertainer to the campus will be responsible for any and all damages caused by acts of malfeasance or malfeasance on the part of the speaker or entertainer, or those acting in concert with him. The person or organization inviting a speaker or entertainer to the campus shall hold the University harmless from any and all losses and damages caused by acts of malfeasance on the part of the speaker or entertainer, or those acting in concert with him.