

# UL Lafayette Abdalla Hall Facilities Use Procedures, Rates and Terms

*Tatum Moss (tatum.moss@louisiana.edu) serves as Abdalla Hall University Liaison and maintains Abdalla Hall for University use. Abdalla Hall is not for personal use.*

Abdalla Hall primarily supports research and training for programs located within the building and is not to be used for conducting academic classes, nor student related or personal events. The use of facilities and associated equipment within the building are generally reserved for events sponsored or co-sponsored by University programs assigned to the building. Upon availability and approval, designated areas can be reserved for events sponsored by tenants, university departments/organizations and other outside organizations/groups.

To allow ample time for obtaining approvals, an “Event Request Form” and “University Police Security Contract” must be completed and submitted to the Abdalla Hall University Liaison, along with certificates of insurance meeting the University’s requirements, at least two (2) weeks prior to a scheduled event and/or four (4) weeks prior for events that require additional approvals for security and/or alcohol. The sponsoring department/organization representative (Event Host) is responsible for reviewing the “Terms and Conditions of Use” and for compliance. The Event Host requesting use of any area and/or associated equipment must abide by and will be held responsible for ensuring all terms and conditions are followed. Failure to abide by any of the terms and conditions could result in that department/organization to lose facility privileges.

## Procedures for Requesting Use / Receiving Authorization

1. Review the “Terms and Conditions of Use” and “Exhibit A Campus Events Framework”.
2. Complete all applicable sections of the “Event Request Form”.
3. Complete the contact information and event details sections of the “University Police Security Contract”.
4. Complete an “Alcohol Approval Request” (if alcohol will be provided).
5. Provide certificates of insurance in accordance with the University’s “Exhibit B Insurance Requirements for Lessees”.
6. Submit all required documents to the Abdalla Hall University Liaison by email to: tatum.moss@louisiana.edu.

**Requests must have all required documents attached or the request will be returned without approval.**

## Rates (subject to change)

Room Rates*				
	Normal Hours		After Hours	
	Daily	Hourly	Daily	Hourly
Auditorium (Room 102)	\$ 300.00	\$ 60.00	\$ 450.00	\$ 90.00
Conference Room A – Executive (Room 101)	\$ 150.00	\$ 30.00	\$ 225.00	\$ 45.00
Conference Room B (Room 123)	\$ 125.00	\$ 25.00	\$ 187.50	\$ 37.50
Kitchen/Dining Room (Rooms 156/157)	\$ 250.00	\$ 40.00	\$ 375.00	\$ 75.00
<b>Daily Rates:</b>	<i>Daily rates are based on events that do not exceed 8 hours including setup and takedown time.</i>			
	<i>Events exceeding 8 hours will be charged the daily rate plus the hourly rate for each additional hour.</i>			
<b>Normal-Hours:</b>	<i>Monday -Thursday 7:30 a.m. – 5:00 and Friday 7:30 a.m. – 12:30 p.m., excluding university holidays.</i>			
<b>After-Hours:</b>	<i>After normal hours, weekends, and university holidays.</i>			
	<i>Note: Events scheduled during normal hours that extend after hours will be considered after-hours when determining rate.</i>			
Additional Fees/Rates				
Late Fee	Any event scheduled less than two weeks prior to the event date (four weeks for events that require additional approvals for security) will be subject to a \$50 late fee.			
Cancellation Fee	Except for Force Majeure, cancellations fees are subject to percentage of room rental fee based on number days’ notice received prior to the scheduled event date: less than 7 days, full fee’/no refund; between 7 - 30 days, 50%; more than 30 days in advance, will receive a 100% refund.			
Custodial Services	\$20/hour – 4 hour minimum (Required for any event where food and drinks are being provided)			
UL Police Security	See “UL Police Security Contract” (Security is required for event where alcohol is being provided, for events held after-hours, and for other events as determined by University Police)			
Copy Services	Copy Services are <b>NOT</b> provided on-site			

\*University departments receive a 30% discount on room rates for University functions only. Departments which allow the facility to be used by an external group/individual, thereby obtaining the facility under what is determined to be false pretenses, is subject to the full rate and loss of facility privileges.

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## Terms and Conditions of Use

1. Lessee shall not engage in any activities that will disrupt normal business being conducted in any area of the facility or will likely cause any damage to any area of the facility.
2. Lessee agrees to return all areas utilized to their original condition at the conclusion of the event. The facility must be left clean and all waste removed from the premises (a dumpster is located at the rear of the facility). Arrangements may be made for custodial services for the purpose of cleaning the facility. Additional fees will apply.
3. Lessee agrees to pay the cost of repairing or replacing any damage that occurs to any part of the facility, fixtures, furniture, equipment, etc. caused or contributed to by the Lessee, its officers, employees, agents, contractors, members, guests or invitees. Tacks, glue, tape, staples, etc. are NOT allowed on walls, doors, windows or any other area of the facility.
4. Lessee is responsible for notifying the University Liaison of any setup requirements (technical, catering, tables, etc.) for the scheduled event no less than one week prior to the event date. Plans to rearrange/move furniture or move/reconfigure equipment, must receive prior approval from the University Liaison.
5. All equipment available for reservation is the property of the University. The University Liaison or his/her designee must turn on and prepare all equipment for use including making internet connections and/or approving and loading any additional software needed on facilities computers. Upon completion of use, the Lessee is responsible for notifying the University Liaison or his/her designee to shut down all equipment.
6. Lessee may bring their own equipment, computers, and materials at their own risk. Lessee is responsible for all arrangements to obtain, deliver, and remove any additional furniture, equipment, etc. that is not provided as part of the area being reserved. All additional furniture, equipment, etc. must be clearly identified on the "Event Request Form" and must be removed promptly following the event. The University reserves the right at any time to require Lessee to remove from the premises any furniture, fixtures, wiring, exhibits, and other items placed without the consent of the University Liaison.
7. Events conducted after normal University hours, holidays, and on weekends are typically not allowed. For those events approved, Lessee is required to have an approved University representative and a UL Police Security Officer to be present for the duration of time the event is conducted. Lessee is responsible for completing and including with the facility use request a "UL Police Security Contract" (<https://police.louisiana.edu/assistance/forms>). The University Liaison will review the documents for compliance/facility availability and then submit for approvals. Lessee is required to absorb all costs associated with any security.
8. Lessee is responsible for obtaining all required approvals prior to any event where food/drinks will be served. Food and drinks are PROHIBITED in the auditorium and/or NOT allowed to be setup in the adjacent lobby area. Cooking is PROHIBITED within the gated area of the patio; boiling of seafood and/or outdoor cooking is only allowed in the designated area outside the patio gate. Lessee is ultimately responsible for ensuring that these restrictions are followed.
9. Events where alcohol will be provided will require approval from the Vice President for Administration and Finance and will require a UL Police Security Officer to be present at all times that alcohol is on the premises. Additionally, Lessee will be required to maintain Liquor Liability coverage in accordance with University's "Exhibit B Insurance Requirements for Lessees". Lessee is responsible for ensuring that all guests consuming alcohol are of the legal age to do so. The University will not be responsible for the serving of minors. Lessee is responsible for completing and including with the facility use request an "Alcohol Approval Request" and a "UL Police Security Contract" (<https://police.louisiana.edu/assistance/forms>). The University Liaison will review the documents for compliance/facility availability and then submit for approvals. Lessee is required to absorb all costs associated with any required security and insurance coverage.
10. Lessee is responsible for all arrangements for obtaining, delivery, setup, and pickup of any food/drinks and/or alcohol being provided. All arrangements must be identified on the "Event Request Form" and all remaining food/drinks, serving dishes, etc. must be removed promptly following the event. Custodial services are required for any event where food and/or alcohol are being provided. Lessee is required to absorb all costs for the custodial services.
11. Lessee is responsible for ensuring that all approvals have been obtained for any food/drinks, alcohol and ensuring that an officer(s) has been assigned for any event requiring security. Further, the Lessee is responsible in ensuring the University Liaison has received copies of all approvals at least one week prior to the scheduled event. If security is not present during an event for any reason, the University Liaison or his/her designee has the right to refuse the serving of alcohol on the premises or after-hour events to be conducted.
12. The University and/or the University Liaison reserves the right to determine and require security for any event deemed necessary. The determination of the security officer and the number of officers assigned will rest with the University Police Department and the Lessee will be obligated to pay for these services.

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13. Lessee is responsible for ensuring that all attendees are properly and legally parked. Parking is allowed only in designated parking spaces. No vehicle traffic is permitted on the lawn, landscaped areas, sidewalks, walkways, and/or near door entrances. The Lessee is ultimately held responsible to ensure attendees are properly and legally parked.
14. The University is a tobacco free campus. Lessee, its officers, employees, agents, contractors, members, guests or invitees shall NOT smoke or use any tobacco related products within the facility and/or on the grounds of the facility. This policy does not apply within personally owned parked vehicles; however, all remains of tobacco or smoking related products must remain within the vehicle. Littering of the remains within the facility and/or on the grounds is prohibited.
15. The University Liaison is responsible for securing the exterior doors after hours and on weekends, but the Lessee is ultimately responsible for ensuring the building is secure and to notify University Liaison or his/her designee before leaving the premises.
16. Any changes to the information provided on the Event Request Form request must be agreed to in writing between the Lessee and the University Liaison. Merely informing the University Liaison or his/her designee of any variances or other changes does not satisfy this requirement.
17. All fees associates with the facility use are determined and required to be fully paid in advance. Should the facility be used for a time period or in a manner exceeding the specified nature of the request, the Lessee will be invoiced the additional cost plus a 10% excess fee. The Lessee will be responsible to pay this invoice within fifteen (15) days of the invoice date.
18. Lessee is responsible for notifying the University Liaison in writing of any cancellation of the events. Lessee is subject to any and all cancellation fees.
19. All matters not explicitly covered in the terms and conditions or its attachments shall be reserved to the discretion of the University. Further, the University Liaison, the Vice President for Research, and/or the University President reserve the right to cancel any reservation.
20. Force Majeure. The performance of the Agreement by either party shall be subject to "Force Majeure", which shall be defined as any event beyond the control of a party, including, but not limited to: labor disputes, strike, riot, vandalism, sabotage, terrorist act, war (whether declared or undeclared), inclement weather, flood (whether naturally occurring or manmade), tidal surge or tsunami, landslide, earthquake, fire (whether naturally occurring or manmade), explosion, power shortage or outage, fuel shortage, embargo, congestion or service failure, epidemic, pandemic, government regulation, proclamation, order, or action, or where any of those factors, circumstances, situations, or conditions or similar ones make it illegal, impossible, or inadvisable, to hold the Event or to fully perform the terms of the Agreement. In the event of a Force Majeure event, the Event may be rescheduled or relocated by agreement of the parties, without liability, damages, fees, or penalty, with relocation to be determined at University's sole discretion and dependent upon availability. In the event of a cancellation due to Force Majeure event and at the University's sole discretion, University may refund deposits and fees paid, less any amounts incurred by University in anticipation of the Event up to the point of cancellation.
21. Campus Events Framework. Lessee is required to be familiar with and abide by the terms and conditions of the Campus Events Framework and the Public Health Guidance referenced therein, an up-to-date copy of which can be found at <https://policies.louisiana.edu/about/campus-events-framework> (a current copy as of the time of Lease signing is attached hereto as Exhibit A for reference). As policies and guidelines related to specific health and safety guidance change based on state, local, and University mandates, the University may update the Campus Events Framework as deemed necessary. It is the responsibility of Lessee to monitor and abide by the version of the Campus Events Framework that is posted on the website at the time of Lessee's use of University property.
22. Primary Mission. The University reserves the right to reschedule or, if no mutually agreeable date, time, and location is available, cancel any event if a need arises for the University's use of the space to fulfill the University's primary mission.

## **Current COVID 19 Limits and Restrictions *(subject to change)***

- If any participant has been exposed to someone who is confirmed to have COVID-19 or if they are experiencing any symptoms, they SHOULD NOT attend.
- Must adhere and follow all restrictions for any markings and/or posted signs within and on the premises.
- Event host to remain on site the entire event to ensure participants adhere to University required safety protocols.

***For the latest limits and restrictions check with the Abdalla Hall University Liaison and refer to the Campus Events Framework (<https://policies.louisiana.edu/about/campus-events-framework>)***