

UL Lafayette Abdalla Hall Facilities Use Event Request Form

The IRI Director of Budget & Administration serves as Abdalla Hall University Liaison and maintains Abdalla Hall for University use. Abdalla Hall is not for personal use.

The completion of this "Event Request Form" will be used to determine pricing and availability and does not confirm use. The requested use will only be confirmed/final once all approvals have been obtained. Hence no event shall be advertised as being held at Abdalla Hall until all approvals are obtained and an approved authorization form is returned to the event contact host.

Failure to complete all applicable sections and attach all required documents will result in the request being returned without approval.

Event Details

Event Title/Description _____ Est. # Attendees _____

Date(s) _____ Setup Time _____ Start Time _____ End Time _____

Lessee Information

Department/Organization _____

Address _____ City/State/Zip _____

Contact Name _____ Title _____

Email _____ Phone _____

Venue Requested

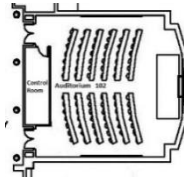
Indicate all areas and equipment being requested for use

Auditorium (Room 102) Food and drinks are prohibited in the auditorium and/or not allowed to be setup in the adjacent lobby area.

Square Feet: 1,838

Capacity: 78

Equipped: Projector; Screen; Desktop Computer w/Internet Access and MS Office; Laptop Connection; Document Camera; Microphone.



Requested: Projector Desktop Computer Laptop Connection Document Camera Sound Microphone

Registration Table Head Table, if yes, # seats _____

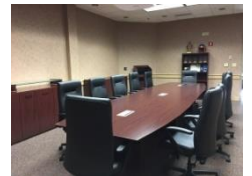
Other request (describe)

Conference Room A – Executive (Room 101)

Square Feet: 499

Capacity: 12

Equipped: Projector; Screen; Desktop Computer w/Internet Access and MS Office; Laptop Connection.



Requested: Projector Computer Laptop Connection Sound

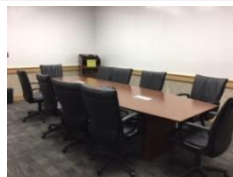
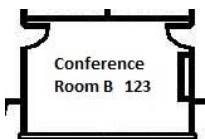
Other request (describe)

Conference Room B (Room 123)

Square Feet: 305

Capacity: 10

Equipped: Projector; Screen; Desktop Computer w/Internet Access and MS Office; Laptop Connection.



Requested: Projector Computer Laptop Connection Sound

Other request (describe)

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Kitchen (Room 156) Dining Area (Room 157) Patio

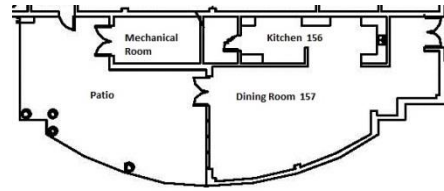
Square Feet: 307 (Kitchen); 881 (Dining Room)

Capacity: 45 (Dining Room)

Furniture: Dining: 12 – 4’ square tables; 45 – chairs.

Patio: 2 – 4’ square tables; 8 – patio chairs.

Appliances: Refrigerator; Kitchen Sink, Commercial Sink, Ice Maker; Range; Fryer; Warmer Table; Microwave.



Requested: Refrigerator Ice Maker Range Fryer Warmer Table Microwave

Other request (describe)

Other Request/Comments

Describe:
(detailed)

Additional Needs/Requests Details

Carefully review all provisions in the "Terms and Conditions of Use". Lessee is responsible for all required approvals and arrangements.

Additional furniture, equipment, etc. required (Property of Lessee; not provided by Abdalla Hall) Yes No If yes,

Describe:
(detailed)

Arrangements have been made to obtain, deliver, and remove promptly after event.

Arrangements have been made for a department/organization representative to be present for delivery and pick-up.

Delivery time: _____ Pick-up time: _____

Food being provided (Prohibited in Auditorium and/or not allowed to be setup in adjacent lobby area) Yes No If yes,

University catering utilized If no, caterer

Arrangements have been made to obtain, deliver, and remove promptly after event.

Arrangements have been made for a department/organization representative to be present for delivery and pick-up.

Delivery time: _____ Pick-up time: _____

Alcohol being provided (Required: VP for Administration & Finance approval and UL Police Security) Yes No If yes,

Alcohol Approval Request attached.

UL Police Security Contract attached.

Arrangements have been made to obtain, deliver, and remove promptly after event.

Arrangements have been made for a department/organization representative to be present for delivery and pick-up.

Delivery time: _____ Pick-up time: _____

Additional Services Yes No If yes,

Custodial Services (Required if food/drinks and/or alcohol is being provided/served)

UL Police Security (Required for events with alcohol, after-hours events, and/or events as determined by University Police)

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Funding

University Funded (A University Inter-departmental charge will be created and submitted by the Liaison) Yes No If yes,

FOP # to be charged (all charges):

Multiple funding or other funding is being used, describe:

External Funded (Invoice will be sent to billing contact; payment in full must be received prior to event) Yes No If yes,

Billing contact (same as Lessee).

Billing contact name and email if different from Lessee:

Certification

By my signature, I certify that I have read, understand, and intend to comply with all "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 loss of facility privileges. I further certify that the department/organization shall be responsible for all charges for this event (e.g., security, maintenance, and catering charges). Furthermore, by my signature, I agree that the department/organization will be responsible for costs of any damages that may occur during the use of the facility.

Lessee

Printed Name

Signature

Date

University Approval

Printed Name

Signature

Date