

POLICIES FOR USE OF SOUTHEASTERN LOUISIANA UNIVERSITY FACILITIES BY THIRD PARTY GROUPS/ORGANIZATIONS

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 affair, and they shall be further required to carry sufficient public liability insurance to protect all parties concerned, including the institution.”

To implement a policy for the use of campus facilities by third party groups and organizations, Southeastern Louisiana University has adopted the following guidelines:

1. The Director of Auxiliary Services shall have administrative responsibility for the use of Southeastern’s facilities by third party groups and organizations.
2. In considering the request for the use of a facility by a third party group, first priority will be given to events scheduled or programmed by the University or University organizations.
3. The Division of Auxiliary Services will initially determine whether the facility requested is available and review any request by third party groups.
4. Third party group/organization may not sublease or assign the whole, or any part, of the leased premises.
5. All requests for use of facilities must be made in writing to the Division of Auxiliary Services. A Facility Reservation Application must be completed and submitted to the Division of Auxiliary Services 30 calendar days prior to the event date. Publicity must not be released until written confirmation is received on the facility requested by Auxiliary Services.
6. Requests must include special equipment necessary for the scheduled event, such as speaker stands, laptops, projectors, etc. A site visit of the facility is recommended to ensure the equipment and space is appropriate for the needs of the program. Requests for special equipment do not guarantee availability.
7. Upon approval of requests for use of University facilities by a third party group, appropriate fees for the facilities will be assessed. This is to include 50% of the estimated anticipated cost (technician and board light fees, if applicable), plus the required damage/security deposit. All fees must be paid to Southeastern’s Auxiliary Services in the form of cashier’s check, credit card or money order thirty (30) days prior to the date of event. Failure to pay facility use fees thirty (30) calendar days prior to the scheduled event will cause the event to be canceled.
8. Third party groups/organizations (lessee) using University facilities agree to protect, defend, indemnify, save and hold harmless the State of Louisiana, all State Departments, Agencies, Boards and Commissions, its officers, agents, servants and employees, including volunteers, from and against any and all claims, demands, expense and liability arising out of injury or death to any person or the damage, loss or destruction of any property which may occur or in any way grow out of any act or omission of the other party or its agents, servants, and employees, or any and all costs, expense and/or attorney fees incurred by the other party as a result of any claim, demands, and/or causes of action except of those claims, demands, and/or causes of action arising out of the negligence of the State of

Louisiana, all State Departments, Agencies, Boards, Commissions, its agents, representatives, and/or employees. The LESSEE agrees to investigate, handle, respond to, provide defense for and defend any such claims, demand, or suit at its sole expense and agrees to bear all other costs and expenses related thereto, even if it (claims, etc.) is groundless, false or fraudulent.

9. SPECIAL EVENT LIABILITY INSURANCE POLICY

Southeastern Louisiana University requires all off-campus groups or individuals and/or vendors using University facilities to carry liability insurance for their event. Obtaining special event insurance is independent of leasing or reserving the campus facilities or obtaining security coverage.

If you do not maintain liability insurance, you may choose from any insurance company with an A.M. Best’s Rating of A-:VI or higher. If you do not currently have a relationship with an insurance provider, we can offer sources.

Any liability policy obtained must list the Board of Supervisors of the University of Louisiana System — Southeastern Louisiana University as an additional insured, and a certificate of insurance must be provided to the University thirty (30) days prior to the commencement of any program or activity in the University facility.

The University reserves the right to set the minimum limit required for any event held on the Southeastern campus on a case-by-case basis. In general, the cost of the special event insurance coverage is based on the type of event(s) being covered, the number of attendees and the length of the event. The following is a guide for the level of coverage required:

Events with less than 300 attendees	\$300,000
Events with 301–500 attendees	\$500,000
Events with more than 500 attendees	\$1,000,000

* Please ask your insurance provider to list Southeastern as follows:
Board of Supervisors of the University of Louisiana System –
Southeastern Louisiana University
SLU 11850
Hammond, LA 70402

10. The responsibility for security, crowd control, and/or traffic control remains with the University. The number of police officers required for any event will be determined by the University and the user will be assessed appropriate fees for such services.

11. Third Party acknowledges receipt of these policies. Southeastern Louisiana University does not support or condone the planned activity covered in the Facility Reservation Application. Any third party groups/organizations allowed the use of University facilities must abide by University regulations and policies regarding the use of alcohol and food on the campus.

DEFINITION OF GROUPS

A. University organizations include organizations duly chartered and recognized by the University.

B. University-related organizations include those organizations whose functions and purposes involve University personnel, alumni, and private citizens and are in general support of the University and its primary mission.

C. Third Party Groups/Organizations include any group or organization which does not have a direct relationship to Southeastern Louisiana University with its purpose for students, faculty and/or staff.

YOUR event

SOUTHEASTERN
LOUISIANA UNIVERSITY

Livingston Literacy and Technology Center Reservation Application

Thank you for your interest in Southeastern's Literacy and Technology Center located in Livingston Parish. Completing and submitting this application is the first step in the rental process. This request must be received a minimum of 30 days prior to your event.

Once your application has been reviewed, you will be contacted regarding the status of your request and for additional information, if necessary. Approval of your event and date is not guaranteed until written confirmation is received.

The completed form can be submitted as follows:

- Online: southeastern.edu/conf_services
- Fax: (985) 549-2321
- Mail: Auxiliary Services, SLU 11850, Hammond, LA 70402
- Email: conf_services@selu.edu

Name of Organization: _____

Event Title/Description: _____

DATES/TIMES REQUESTED

Preferred Date: _____ Start Time: _____ End Time: _____

Alternate Date: _____ Start Time: _____ End Time: _____

Alternate Date: _____ Start Time: _____ End Time: _____

Approximate number of hours needed for set-up/decoration: _____

Does your event have recurring dates? If so, explain. _____

SPACE	CAPACITY	FULL-DAY RATE (Over 4 hours, up to 8 hours)	HALF-DAY RATE (Under 4 hours)
<input type="checkbox"/> Lecture Hall	100	\$175	\$100
<input type="checkbox"/> Room 119	40	\$125	\$75
<input type="checkbox"/> Room 104	36	\$125	\$75
<input type="checkbox"/> Room 106	32	\$125	\$75
<input type="checkbox"/> Room 110	40	\$125	\$75
<input type="checkbox"/> Room 116	48	\$125	\$75
<input type="checkbox"/> Conference Room	14	\$90	\$50
<input type="checkbox"/> Room 124 (community room)	15-20	\$90	\$50

ATTENDANCE INFORMATION

Anticipated Attendance: _____

Participant Fee? Yes No

If yes, registration fee is? _____

Is your event open to the public? Yes No

Describe the activity type: _____

ADDITIONAL RESOURCES NEEDED

All fields required. Enter N/A if does not apply.

Tables # _____ Chairs # _____

Technology: _____

Other: (Please Specify) _____

Please specify any other details that will help us accommodate your event: _____

FOOD / ALCOHOL ARRANGEMENTS

Will food be served at your event? Yes No

Will alcohol be served at your event? Yes No

Please note that University Police may be required to monitor the event, in which case you will be contacted.

CONTACT INFORMATION

Name: _____

Address: _____

City: _____ State: _____

Zip: _____ Phone: _____

Alt. Phone: _____

Email: _____

Your typed name below constitutes a legal signature and certifies that you have read and agree to the facility use policies attached.

Name: _____

Date Submitted: _____