

*Southeastern Louisiana University - War Memorial Student Union*

## Procedures for Facility Use

### Locations, Contact Information, and Pricing

The War Memorial Student Union office is located in room 1518, on the first floor of the Student Union North building. The phone number is (985) 549-5670.

#### Locations

#### Maximum Capacity

<b>Grand Ballroom</b>	1,000 lecture style; 700 banquet style
<b>Large Ballroom</b>	700 lecture style; 400 banquet style
<b>Ballrooms A, B and C</b>	350 lecture style; 200 banquet style
<b>Ballroom A and B or B and C</b>	225 lecture style; 150 banquet style
<b>Ballroom A, B or C</b>	100 lecture style; 70 banquet style
<b>Theater*</b>	360 lecture style

#### **East Meeting Rooms:**

2204	25 lecture style; 18 classroom style
2208	25 lecture style; 18 classroom style
2210	25 lecture style; 18 classroom style
2205	12 conference style
2206	12 conference style
2207	90 lecture style; 60 banquet style (if catered)
2209	12 conference style
2203	50 lecture style; 36 classroom style
2202	50 lecture style; 36 classroom style
2216	50 lecture style; 36 classroom style
2218	50 lecture style; 36 classroom style
2215	20 U-shaped table style
2217	20 U-shaped table style

Recognized student organizations and University departments may reserve space for meetings, socials, and other approved activities free of charge during regular business hours as follows:

#### **Fall/Spring:**

Monday-Thursday	7 a.m. to midnight
Friday	7 a.m. to 2 p.m.
Saturday	Closed, except on Football game days <i>(hours to be determined by the home football schedule.)</i>
Sunday	3 p.m. to 7 p.m.

#### **Summer:**

Monday-Thursday	7 a.m. to 6 p.m.
Fridays	Closed except for special events
Saturdays	Closed except for special events
Sundays	Closed except for special events

## Pricing for Student Organization/Departmental Events Outside of Operating Hours

Student Groups and Departments are invoiced an hourly rate for their use of the Student Union **outside** of operating hours. Organizations who choose to use the facility when it is closed will be assessed a fee as outlined below, depending upon the event details. Organizations/Departments will be billed following the event.

As [Registration of Activity \(ROA\)](#) forms (also known as an “ROA”) are approved by the Student Union, the requestor will be informed of these estimated costs (based on the timing and details of their event) as outlined below:

- Events with AV (Audio Visual) needs, but without catering \$9.00 per hour
- Small events with AV needs and catering (less than 200 in attendance) \$25.00 per hour
- Large events with AV needs and catering (more than 200 in attendance) \$40.00 per hour
- Ballroom events requiring set-up outside of operating hours \$36.00 per hour

### When Additional Staffing is Required

Depending on the type of event, whether or not alcohol will be served, and/or the security risk, outside groups may also be required to pay for Southeastern Police to be present and must comply with the University’s alcohol policy. The staffing necessary will be determined by the Dean of Students and the Director of University Police and is based on the nature of the event or past experiences with similar activities and events.

### Alcohol Guidelines

For approval of alcohol as part of your event, see the University Alcohol Policy located here: [http://www.southeastern.edu/admin/stu\\_affairs/assets/universypoliciesonalcoholnew.pdf](http://www.southeastern.edu/admin/stu_affairs/assets/universypoliciesonalcoholnew.pdf).

*Note:* Alcohol is allowed only in the Student Union Park for those 21 and over on home football game days.

### Equipment Use

The Student Union has equipment available for organizations using the facility. University organizations will not be charged for equipment use. However, groups will be responsible for any loss or damage to the equipment. All items must be used within the Student Union facility.

### Checking Out Equipment

Those using the facility must check-in at the Student Union office before the start of their event to arrange for equipment pick-up and check back in to the office at the close of the event to notify staff that the event is over and return any used equipment. The event organizer must sign the equipment use policy upon retrieval of the equipment and again sign as equipment is returned. If equipment is not returned, he/she will be held responsible for payment of the replacement costs for such equipment.

### Requesting Special Equipment

Equipment requests (microphones, projectors, sound systems, laptops, etc.) should be noted in the Special Set-up Request section of the Registration of Activities Form. The items may be checked out at no charge from the Student Union office and should be returned at the close of your meeting. Failure to do so will result in a \$20 fee to replace materials. Dry erase marker kits are available in all Student Union meeting rooms (located above the University Bookstore.)

## General Guidelines for Use of the Student Union

*Failure to follow the guidelines below may result in a future loss of scheduling privileges. Please do your part to keep our facilities clean and well maintained during your events.*

### Prior to Your Event

1. All events to be held in the War Memorial Student Union must be properly scheduled by submitting an online [Registration of Activity \(ROA\)](#) Form a minimum of fourteen (14) business days prior to the event. The form can be found on Southeastern's website at: [Registration of Activity \(ROA\)](#)

Once the request is approved, a confirmation email from [deanofstudents@southeastern.edu](mailto:deanofstudents@southeastern.edu) will be sent to the requester. Until this confirmation email is received, the requesting organization does not have the facility reserved.

2. To ensure availability of event space, please call the Student Union prior to submitting an official [Registration of Activity \(ROA\)](#). Event confirmations are given on a first-come, first served basis. Event registrations are encouraged 6 months in advance for any [Registration of Activity \(ROA\)](#) large-scale events in the Student Union.

3. The Student Union will designate appropriate space based upon the event needs outlined in the Registration of Activities form. For example, events less formal in nature and without the use of catering, may be assigned to the Student Union East Meeting Rooms. This guideline is in place to allow more capacity for catered events in the Grand Ballroom.

4. A faculty/staff advisor must be present for all student organizations' social activities.

5. Organizations should check in with the Student Union office 10-15 minutes prior to events by calling (985) 549-5670 or visiting the office located in the West Wing (food court) on the first floor across from the elevators. For events after 5 p.m., please check in with staff at the Game Room. Student Union staff will then unlock the space you have registered or provide you with equipment needed. At the end of your event, you must contact Student Union staff to inform them that your event is complete and/or rooms can be locked. Damages are assessed in each space following events. If damages have occurred, they will be documented, and the responsible organization or department will be notified and issued an invoice for repairs or lost equipment. It is the responsibility of the occupying organization to notify the Student Union at the end of the event to ensure the space and equipment are secured.

6. The Game Room pool tables may be rented out by a Southeastern-recognized organization for open-play at a charge of \$20 per hour, at a minimum of 2 hours. For organizations wishing to hold a tournament, the pool tables can be reserved, and each player will be charged the normal \$3 per person, per hour fee. Reservations for the pool tables must be made at least 1 week in advance of the requested date, and the reserved date/time must occur during normal Union open hours. Players and organizations must follow all Game Room rules and will be held liable for any damages. Check in/out policy and cancellation policy applies.

### During Your Event

7. Individuals and organizations are responsible for any and all damages, theft, or misuse of the Student Union and/or its university property. Individual or organizational abuses may result in loss of privileges, disciplinary action and charges directly related to the damages.

8. Cancellations are to be made no later than forty-eight (48) hours in advance of the event.
9. Any meeting/activity which does not begin within thirty (30) minutes of the scheduled time is considered canceled.

### **Restrictions**

10. Departments/Organizations will be limited to booking one event per week each semester. Organizations reserving more space than needed (i.e. multiple rooms) and/or more time than needed (i.e. reserving for 6 hours and only using 2 hours) affect the facility usage of others. All requests for space will be evaluated on a case-by-case basis, depending upon availability and demand.
11. Individuals or organizations occupying tables in the Student Union Breezeway, Lobby or Pavilion area must remain within a two (2) foot perimeter of the table.
12. Glitter and/or confetti is not allowed in any part of the Student Union facility as part of an event.
13. Events held in the Student Union Facility are required to work exclusively with Southeastern Catering to furnish both food and beverages for the event. See Catering Guidelines on page 5.
14. Depending upon the expected noise level of the event, only one **major** event will be scheduled in the Ballroom at a time. Requests will be considered on a case-by-case basis depending on the event, setup, and break down. Ballroom bookings are made on a first-come, first-served basis based upon the order in which the official request is received.
15. Any and all music that is played within the confines of the Student Union, any space inside or outside, must be clean, edited music without explicit lyrics. Song versions marked as “explicit” are not allowed. Music with hatred aimed at any protected class or instances of violence will not be tolerated.
16. If a stage is necessary for an outdoor event at the Student Union, the Union has one available on a first-come, first-served basis.
17. Reserving the Student Union Ballroom does not guarantee sole use of the entrances and exits to the Student Union as those lobbies are shared space. First right of use of the third floor gallery area surrounding the grand ballroom is given to those renting the Large or Grand ballroom if the third floor facilities are occupied by two or more parties at any given time. Likewise, those reserving the Large or Grand ballroom will have priority use of the digital displays on the third floor of the union, if requested.
18. Southeastern is a tobacco free campus. Smoking of any kind (including e-cigarettes and vaping) is not allowed anywhere on campus or within the Student Union facility. The use of smokeless tobacco products is also strictly prohibited.
19. Overnight events where members of an organization ‘camp out’ all night will be considered on a case by case basis. Special approval is needed. Events occurring after-hours in the Student Union are subject to costs outlined in #10 of the section titled “Guidelines for General Use” in this document.
20. Events held by non-student organizations or departments will be subject to a rental fee. Please contact the Event and Conference Services office at [conf\\_services@southeastern.edu](mailto:conf_services@southeastern.edu) to arrange use of the facility.

## **Ballroom/Meeting Room Guidelines**

*Those requesting use of the Student Union should follow these guidelines as outlined below. Failure to do so may result in loss of privileges in reserving and using the Student Union facilities.*

1. Meeting rooms will be arranged, where feasible, as requested in advance via a Registration of Activities form. Your event will not be approved without your detailed set-up instructions. For those events with more than 100 guests in attendance, it is recommended that the event coordinator schedule a meeting with the Director of the Student Union a minimum of one week prior to the event to discuss detailed event plans.
2. Tape, glue, staples, etc., cannot be used on painted or glass surfaces. Hanging decorations of any kind on the walls or doors of the ballroom or meeting rooms is prohibited. Easels are available to check-out for sign display.
3. Meeting rooms should be left clean. All trash should be placed in trash receptacles or carried away by the organization.
4. The Student Union recommends the use of LED lighting as opposed to an open flame whenever possible. The use of candles with cautionary fire safety labeling and instructions are recommended (Examples available at [http://www.candles.org/safety\\_label.html](http://www.candles.org/safety_label.html)). The use of gel, homemade candles, floor-standing candelabras are not allowed. Candles may not be placed in any aisle, exit access, or exit. No dried flower or similar dried vegetation shall be incorporated in or near any candles. No Paper, plastic or similarly combustible table coverings are allowed.
5. Any tables used for food, both dining or serving, must be covered.
6. Pictures may not be removed from the walls.

## **Student Union Theater Guidelines**

1. Food and beverages are not allowed in the Theater and are to remain in the lobby.
2. Student Union staff members only will be allowed in the sound booth of the Theater during an event.

## **Student Union Lobby/Tabling**

1. Each organization or outside group reserving lobby space will receive one (1) table and two (2) chairs unless more has been requested. First floor food court dining tables and chairs (including upholstered club chairs) are not to be moved into the lobby areas.
2. A maximum of two organizations per day will be allowed to use the East and West Lobbies of the Student Union. Organizations must remain at the table and are not to approach students/visitors to the building. Tables and chairs will be set up on the wall side of the lobby entrances and will not block the windows. Tables will be reserved on a first-come, first-served basis. Businesses recruiting employees through the Student Union lobby must be approved by Career Services and must display a Career Services sign. To protect the safety of our visitors, tables may not block entrances or disrupt the flow of pedestrian traffic or entrances/exits of the Student Union.

3. Use of Student Union Furniture:

Sitting on tables is not allowed. Tables and the surrounding area should be left clean. Organizations and outside groups are responsible for picking up all trash around their table when they leave. Student Union tables and chairs should not be removed from the Student Union. Furniture from inside the Student Union should not be moved. If additional tables and/or chairs are needed, visit the Student Union office or call extension 5670.

**Student Union Outdoor Space (includes the Student Union Park, Fountain and North Lawn/Quad area)**

1. Organizations using the park must avoid contact with flowerbeds. All damages will be assessed to the reserving organization. Organizations using the Park will be responsible for picking up all trash and debris from the Park after their event.

2. Amplified music is allowed in the Park and the Quad (area north of the Student Union between D. Vickers and Fayard) after 4:30 p.m. weekdays and anytime on weekends with permission from the Dean of Students. Other events in the Student Union or the general vicinity may be restricted in the use of amplified music.

3. Organizations needing additional equipment beyond what the Student Union has available (i.e., tables, chairs and/or trash cans) must submit a service request to the Physical Plant to reserve these items.

**For more information, please contact Eric Aymond, Student Union Director at [Eric.Aymond@southeastern.edu](mailto:Eric.Aymond@southeastern.edu) or (985) 549-5670.**