

INSTRUCTIONS FOR REQUESTING USE OF ACADEMIC FACILITIES (FOR STUDENT ORGANIZATIONS)

Fill out all applicable areas of the request form. Please read the University policies and procedures carefully. Your signature on the request form indicates your intent to comply with the policies and procedures.

Secure all signatures

Student Organizations require signatures of

1. President of the Organization
2. Advisor (Full time University employee)
3. Department Head or Dean of requested building
4. Dean of Students

The University President's approval is needed for the following:

If Registration and/or Admissions fees will be charged, a separate letter must be attached explaining the reason for these fees and what account they are being deposited into. This letter must be addressed to the University President and attached to the request form.

No food or drinks are allowed in academic facilities. Events which require these should be scheduled in the Student Union or the UL Lafayette Conference Center.

**UNIVERSITY OF LOUISIANA AT LAFAYETTE
REGULATIONS FOR USE OF UNIVERSITY ACADEMIC FACILITIES
BY APPROVED STUDENT ORGANIZATIONS**

Adopted and Approved by the University Council..... December 2002

In order to provide for security of University facilities which are utilized by approved Student Organizations for events related to their purpose and to insure that these facilities are cleaned and in order for ensuing normal scheduled academic activities, the following policies and procedures are promulgated. The President of the Student Organization and the full-time University employee who is serving as the Advisor to the Student Organization will be held responsible for the security and cleanup of the requested academic facilities and both will sign a statement to this effect.

I. Security of the Facilities

A. Responsibility for security includes, but is not limited to the following:

1. The full-time University employee is responsible for getting the facilities open and securing the facilities after the scheduled event. During weekdays on which regular classes are being held, most academic facilities are open until approximately 9:00 P.M. However, on Friday evenings, week-ends, and holidays, other arrangements to get the requested facilities open will have to be made.
 - a. If the University employee, who is serving as Advisor, as a result of his/her normal University duties, possesses a key to the facility to be used, he/she may use this key to open and secure the facility.
 - b. If this University employee does not have a key to the facility to be used, then he/she will assume responsibility for a timely request of (2 weeks prior), and contact with, the Physical Plant (482-2001) in order to have the facilities opened prior to the event and locked after the event is completed.
2. Both the President of the Student Organization and the full-time University employee serving as Advisor to the Student Organization are responsible for the security of the facilities in use by the students. This responsibility includes all aspects of the facility, including damage to the room and furniture as well as responsibility for equipment in the facility. Additionally, if the building in which the facility is located is closed (i.e. event is held on a Friday evening, a week-end, or a holiday), then the security responsibility extends to all portions of the building that are accessible to the participants of the event.
3. In the event that the Student Organization desires to employ University Police (482-6448) personnel for security, arrangements for this service can usually be made for the standard rates of compensation.

II. Cleanup of the Facilities

A. Responsibility for the cleanup of the academic facilities requires that the President of the Student Organization and the University Advisor insure that all facilities which are used are in order, cleaned up, and ready for classes and/or other scheduled University activities on the next regular class day.

1. **No food or drinks are allowed in academic facilities. Events which require these should be scheduled in the Student Union or the UL Lafayette Conference Center.**
2. In the event that the Student Organization desires to employ University janitorial personnel for cleanup, arrangements for this service can usually be made for the standard rates of compensation by contacting the Physical Plant at 482-2001.

**REQUEST FOR USE OF ACADEMIC FACILITIES
(FOR STUDENT ORGANIZATIONS)**

Please Print

Application Date: _____

Student Organization: _____

Name of Organization President: _____

Date(s) of Event (please include day of week): _____

Time(s) of Event: From: _____ To: _____

Building(s) and Room(s) Needed: _____

Type of Event (Workshop, Tournament, etc.): _____

Are Registration and/or Admission Fees Being Charged? _____

If yes, Amount Being Charged? \$ _____ Account Deposited: _____

If Registration and/or Admissions fees will be charged, a separate letter must be attached explaining the reason for these fees and what account they are being deposited into. This letter must be addressed to the University President and attached to this form.

Are accommodations needed for persons with disabilities? If so, please specify these requirements:

By my signature below, I certify that I have read the policies and procedures regarding this request.

President of Organization, Phone #

Printed Name

Date

Advisor, Department & Phone #

Printed Name

Date

Approvals Required:

Dept Head or Dean of Requested Building

Printed Name

Date

Dean of Students

Printed Name

Date

REGISTRAR'S OFFICE USE ONLY

FACILITIES USE APPROVAL

Building(s) & Room(s) Assigned: _____

Date: _____ Time From: _____ To: _____

Registrar

Date