

## **INSTRUCTIONS FOR REQUESTING USE OF ACADEMIC FACILITIES (FOR UL DEPARTMENTS)**

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**

Departmental Requests require signatures of

1. Department Representative (person making request)
2. Department Head or Director
3. Dean
4. Department Head or Dean of requested building

**The Vice President for Administration & Finance'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.

**UNIVERSITY OF LOUISIANA AT LAFAYETTE  
REGULATIONS FOR USE OF UNIVERSITY ACADEMIC FACILITIES  
ON EVENINGS, WEEKENDS AND/OR UNIVERSITY HOLIDAYS**

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

In order to provide for security of University facilities which are used on weekends or holidays, and to insure that these facilities are cleaned and in order for ensuing normal scheduled academic activities, the following policies and procedures are promulgated.

I. Events Sponsored or Co-Sponsored by University Administrative Units

- A. The University employee who signs the Authorization Sheet and Request for Use of Academic Facilities Form as the person making the request will be held responsible for security and cleanup of the facilities to be used and will sign a statement to the effect. In the event that University Police personnel (482-6448) and/or University Custodial (482-2001) assistance are desired, arrangements for these services can usually be made for the standard rates of compensation.
- B. The University employee who signs the request form will be held responsible for opening facilities and securing facilities after the scheduled event has concluded.
  - 1. If this employee, as a result of his/her regular University duties, possesses a key to the facility to be used, he/she may use this key to open and secure the facility.
  - 2. If this employee does not have a key to the facility to be used, then the employee will assume the responsibility for timely request, 2 weeks prior, and contact the Physical Plant (482-2001) in order to have the facility opened prior to the event and locked after the event is completed.
- C. The University employee will be responsible for insuring that all facilities used on weekends or holidays are in order, cleaned and ready for classes and/or other scheduled University activities on the next regular class day.

II. Events Sponsored by Individuals or Groups from National, State or Local Public Agencies

- A. These events must have at least one University Police Officer (482-6448) assigned from at least thirty minutes prior to the start of the event until the event has concluded and the facilities are secured. This University Police Officer will open and secure the facilities and will be responsible for their security during the course of the event.
- B. In general, the sponsoring agency will be responsible for contracting with the University Physical Plant Department (482-2001) to have the facilities cleaned after their use.

**REQUEST FOR USE OF ACADEMIC FACILITIES  
(FOR UL DEPARTMENTS)**

Please Print

Application Date: \_\_\_\_\_

Department Name: \_\_\_\_\_

Name of Representative: \_\_\_\_\_ Phone: \_\_\_\_\_

Title/Position of Representative: \_\_\_\_\_

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.): \_\_\_\_\_

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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 Vice President for Administration and Finance and attached to this form.

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Are food and/or beverages being served? \_\_\_\_\_

If yes, Estimated Cost: \_\_\_\_\_ Circle One: Campus Cafeteria Off-Campus Catering

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Are accommodations needed for persons with disabilities? If so, please specify the requirements: \_\_\_\_\_

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

_____	_____	_____
Department Representative	Printed Name	Date

**Approvals Required:**

_____	_____	_____
Department Head or Director	Printed Name	Date

_____	_____	_____
Dean	Printed Name	Date

_____	_____	_____
Dept Head or Dean of Requested Building	Printed Name	Date

_____	_____	_____
Provost (if after hours or weekends)	Printed Name	Date

_____	_____	_____
VP for Administration and Finance (if food)	Printed Name	Date

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<b>REGISTRAR'S OFFICE USE ONLY</b>	<b>FACILITIES USE APPROVAL</b>
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Building(s) & Room(s) Assigned: \_\_\_\_\_

Date: \_\_\_\_\_ Time: From: \_\_\_\_\_ To: \_\_\_\_\_

_____	_____
Registrar	Date