

CAMPUS EVENTS FRAMEWORK



The University will adhere to the orders, proclamations, and regulations of the Governor of Louisiana and the Mayor-President of Lafayette, Louisiana, as well as guidelines from the Centers for Disease Control and Prevention (“CDC”) and the Louisiana Department of Health (“LDH”) regarding institutions of higher education and events and mass gatherings (collectively, the “Public Health Guidance”). This Campus Events Framework (the “Framework”) complies with all such Public Health Guidance and all Event Hosts and event attendees are expected to comply with the same. This Framework is subject to change based on updates made to Public Health Guidance and University policy. Additionally, the University reserves the right to adjust any event based on any emergency/disaster action taken by the Louisiana Governor or local authority and/or guidance from the CDC and/or LDH.

The University has made an assessment of the capacity of all event and classroom spaces. Event Hosts will be informed by University Liaisons regarding the capacity limits of the space they wish to utilize as well as the responsibilities outlined in this Framework. University Liaisons may contact Carl Taz Wininger, Office of Facility Management, via e-mail at taz.wininger@louisiana.edu, to obtain capacity limits for campus classroom and event spaces.

The return of events to campus must be a shared responsibility. The Event Host is responsible for ensuring compliance with this Framework and with Public Health Guidance. The University Liaison for each University facility will advise each Event Host requesting to lease the space of the capacity restrictions and this Framework.

The University has invested significant financial resources in sanitizing supplies and Face Coverings for use by University staff and students. These resources must be safeguarded to ensure sufficient supplies are available for the University’s academic mission. Expenses related to event cleaning services, sanitation supplies, event monitoring, and other activities directly related to compliance with this Framework and Public Health Guidance shall be passed on to the Event Host to be included in the total event fee.

EVENT STAFF DEFINITIONS, ROLES, AND RESPONSIBILITIES:

- **University Liaison** – is the University employee who is responsible to ensure that this Framework and all Public Health Guidance is adhered to (in addition to the Event Host’s own adherence responsibilities). The University Liaison also must identify where responsibility lies for various compliance-related fees and ensure that the Event Host is made aware of this Framework and that the Event Host must share such information with event attendees. The University Liaison represents the University’s interests at all times. The University Liaison has the authority to terminate any event if it is determined that the Event Host, its contractors, and/or event attendees are not complying with capacity restrictions, this Framework, and/or the Public Health Guidance.

- **Event Host** – is the person who reserves the venue for an event. The Event Host may be a University staff or faculty member, student, or an external party. The Event Host shall oversee all aspects of the event and is responsible to ensure that the event space capacity restrictions, this Framework, Fire Marshal requirements, applicable Public Health Guidance, and all other University mandated safety protocols are adhered to at the event.
- **Event Workers** – are University employees who have an event-related role. Event Workers must be trained in Safety Protocols prior to the event and will notify the University Liaison, if present, of any noncompliance and other Safety Protocols issues.

SAFETY PROTOCOLS:

- Both indoor and outdoor events are permitted to be held at full capacity. Capacity guidelines are subject to change based on the Public Health Guidance.
- Social distancing at all events, indoors and outdoors, is recommended.



- Face Coverings are recommended at all events, indoors and outdoors, and may be required under certain circumstances as set forth in the University's Face Covering Policy. The University's Face Covering Policy can be found at: <https://policies.louisiana.edu/sites/policies/files/Face%20Covering%20Policy%20-%20OpRvw%202021%2012%2010%20-%20FINAL%20->.

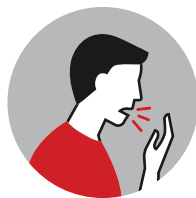


- Event Hosts must provide and make Face Coverings available for all attendees. The University will not provide Face Coverings for external events.

- For each event, the Event Host shall ensure that the event venue has sanitizing stations containing an adequate amount of sanitizer for attendees (recommended at least one gallon of sanitizer per 50 attendees). The amount of stations/sanitizer must be adjusted to ensure that an appropriate amount is maintained throughout the duration of an event as the number of attendees increases. The Event Host will ensure sanitizing stations are re-filled as deemed necessary. The University will not provide sanitizer.
- Dining and catering guidelines will follow Public Health Guidance and be based on the Sodexo guidelines used on campus. Outside caterers will be required to adhere to Public Health Guidance and meet the Sodexo guidelines in service delivery. Where possible, the University strongly encourages Event Hosts to utilize Sodexo services.
- The University will communicate verbally and in writing with Event Hosts to ensure that the Event Hosts understand that they are responsible for communicating with their attendees and their contractors regarding the requisite compliance with Fire Marshal requirements, this Framework, University protocols, and Public Health Guidance.
- For each event venue, the Event Host will post signage upon entry with a wellness message (e.g., “if you are sick, go home”). Event Hosts are responsible for communicating with their attendees that if the attendee has a fever, has tested positive for COVID-19, or is feeling unwell or exhibiting symptoms of illness, the attendee should not attend the event.



Fever



Cough



Shortness of breath



Sore Throat



Headache

- All Event Workers are responsible for completing the COVID-19 Employee Daily Self-Check form (HR online form) when required both before reporting for work on the day of the event and again just before the event starts. Upon submitting the form, the Event Worker will choose to receive an email receipt of his/her responses to the Self-Check. If the Event Worker is cleared to report to his/her work location, the email receipt must be forwarded to the University Liaison, if present, before the event and the Event Worker may report for duty. Event Workers are responsible for wearing a Face Covering when required and practicing social distancing during all events.

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.

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- Force Majeure. The performance of the Agreement by either party shall be subject to "Force Majeure", which shall be defined as any event beyond the control of a party, including, but not limited to: labor disputes, strike, riot, vandalism, sabotage, terrorist act, war (whether declared or undeclared), inclement weather, flood (whether naturally occurring or manmade), tidal surge or tsunami, landslide, earthquake, fire (whether naturally occurring or manmade), explosion, power shortage or outage, fuel shortage, embargo, congestion or service failure, epidemic, government regulation, proclamation, order, or action, or where any of those factors, circumstances, situations, or conditions or similar ones make it illegal, impossible, or inadvisable, to hold the Event or to fully perform the terms of the Agreement. In the event of a Force Majeure event, the Event may be rescheduled or relocated by agreement of the parties, without liability, damages, fees, or penalty, with relocation to be determined at University's sole discretion and dependent upon availability. In the event of a cancellation due to Force Majeure event and at the University's sole discretion, University may refund deposits and fees paid, less any amounts incurred by University in anticipation of the Event up to the point of cancellation.
- Campus Events Framework. Event Representative is required to be familiar with and abide by the terms and conditions of the Campus Events Framework and the Public Health Guidance referenced therein, an up-to-date copy of which can be found at <https://policies.louisiana.edu/about/campus-events-framework> (a current copy as of the time of Lease signing is attached hereto as Exhibit A for reference). As policies and guidelines related to specific health and safety guidance change based on state, local, and University mandates, the University may update the Campus Events Framework as deemed necessary. It is the responsibility of Event Representative to monitor and abide by the version of the Campus Events Framework that is posted on the website at the time of Event Representative's use of University property.
- Primary Mission. The University reserves the right to reschedule or, if no mutually agreeable date, time, and location is available, cancel any event if a need arises for the University's use of the space to fulfill the University's primary mission.

**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 ensure 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 & ULID 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.): _____

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.

Are food and/or beverages being served? _____

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

Will ABM be required to unlock the building/room for this event? _____

If so, event representative must also contact Ms. Anetta Washington with ABM: anetta.washington@abm.com 337.482.6073

Any special requests or technology needed? Specify if Computer or Projector is needed. Also specify if any ADA accommodations are needed:

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

REGISTRAR'S OFFICE USE ONLY	FACILITIES USE APPROVAL
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Building(s) & Room(s) Assigned: _____

Date: _____ Time: From: _____ To: _____

Registrar
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Date
Revised 7/21/2022