

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->.

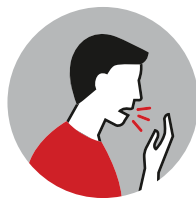


- Event Hosts must provide and make Face Coverings available for all attendees. The University will not provide Face Coverings for external events.

- 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 BY 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 Vice President of Administration and 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.

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**

- 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
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 BY STUDENT ORGANIZATIONS

Please Print

Application Date: _____

Student Organization: _____

Name & ULID 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.

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 request.

President of Organization, Phone # & Email

Printed Name Date

Advisor, Department, Phone # & Email

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