

Department of Event Services

RESERVATION GUIDELINES, POLICIES, & PROCEDURES FOR
BAYOU POINTE EVENT CENTER, THE HANGAR, & THE TERRACE



Bayou Pointe Event Center is on the east side of campus next to the Laird Weems Center.
The Terrace is on the 7th floor of the University Library and on the west side of campus.
The Hangar is on the 2nd floor of the Student Union Building on campus' west side.

which they will be present. Your group or organization will be responsible for paying the officer(s) prior to your event's end. If you are a University Department that will be paying UPD by a payroll voucher, arrangements need to be made prior to your event with the Police Department. University Police Officers are paid \$35 per hour with a 3-hour minimum. When alcohol or money is present, UPD officers must be on site 30 minutes prior to guests arriving and will stay until 30 minutes after they leave.

If you answer "yes" to any of the below questions, you will be required to have University Police at your event:

1. Will money be exchanged at the event (ticket sales, T-shirt sales, donations, etc.)?
2. Will the event be held Friday or Saturday after 5pm at the Hangar?
3. Will alcohol be served?

While the number of officers required will be determined by the UPD, typically, we require 1 officer per 100 guests at your event.

Alcoholic beverages (including mixed drinks, beer, wine, & champagne) may be served under the terms and conditions consistent with the laws of the State of Louisiana and the policies of the University of Louisiana Monroe. Permission to use such beverages must be obtained from and approved by the Event Services Department Scheduling Office before the event.

General Guidelines:

The party responsible for the contract must be present at the event. An individual or group may not “front” for another organization, community group, or for an individual for the purposes of getting reduced fees for an individual or group that is not eligible for a lower rate. Any RSO (Registered Student Organization) or department “fronting” for another group or individual will lose all privileges of the University facilities for one calendar year from the time of the infraction.
