

# Student Union Facility Setup Application Form

Contact Union Reservations at 337-482-6939 or Building Services at 337-482-6345

Hours of operation: Monday-Thursday, 7:30 A.M. – 5:00 P.M., closed for lunch 11:45-12:30; Friday 7:30 A.M. – 12:30 P.M.

*Funding for the Ballroom & Theater sound and lighting systems, computer systems, Ethernet/wireless systems & LCD projection systems, provided by the Student Technology Enhancement Program (STEP) in coordination with the University Program Council (UPC)*

*This is a 3-page, 6-part form; review all sections first then fill in appropriate fields.*

*Room capacities and rental fee schedule - page 3*

For Office Use Only Res # \_\_\_\_\_

## ① Client Information

Booking Date:    /    /

Organization or Person responsible for paying fees:

Student     Campus Organization     Faculty     Staff     General Public

Name of person making request:

Office Held:

Home Phone # (    ) \_\_\_\_\_ - \_\_\_\_\_

Fax # (    ) \_\_\_\_\_ - \_\_\_\_\_    Work Phone # (    ) \_\_\_\_\_ - \_\_\_\_\_

*If not the same as above (  Same as above ), who is the contact person in charge during the event?*

Home Phone # (    ) \_\_\_\_\_ - \_\_\_\_\_

Fax # (    ) \_\_\_\_\_ - \_\_\_\_\_    Work Phone # (    ) \_\_\_\_\_ - \_\_\_\_\_

Street Address (or PO Box)

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Event Description:

Event Date(s):    /    /    Location/Requested Room(s):

Event Times(s) From:     A.M. /  P.M.    To:     A.M. /  P.M.

Pre-Event Rehearsal(s)  Yes - Date(s):    /    /    & Time(s):     A.M. /  P.M.     No

Describe specific room setup needs:

## ② Setups

*We have standardized room setup templates & can advise you on customizing these!*

Table Lectern or  Podium (Placement?)     Not needed

Telephone (Local optional service only)  Yes  No

Lecture Setup (Head table &/or podium, and chairs; for how many persons) \_\_\_\_\_

Classroom Setup (Tables and chairs, for how many persons) \_\_\_\_\_

Head Table (For how many persons) \_\_\_\_\_     Panel Discussion (For how many persons) \_\_\_\_\_

Other (Describe)

Room layout sketch or sketches attached?  Yes \*Note: Include catering layout     No

# Chairs: \_\_\_\_\_ #Tables (rectangular): \_\_\_\_\_ # Tables (round): \_\_\_\_\_

Portable Stage:  Yes     None required

For Office Use Only:  12' x 8'     12' x 16'     16' x 18'     Fashion Show "T" runway (18" or 24" high)

## ③ Catering \*

Will you require catering or beverage service?  Yes\* Describe:

No

Catering Table Setup Instructions:

\*NOTE: The Customer is responsible for making catering arrangements exclusively with Sodexho Food Services in room 189 of the Student Union. **No outside catering allowed!** Call 337-482-5756 for further details

**④ Technology: Audio/Visual Equipment Computer Equipment, Connectivity Needs**

*We will be glad to provide equipment recommendations and suggestions for you!*

**Audio Equipment**

- Portable PA system (Includes wireless microphone & CD player)
- Microphones <sup>Ⓡ</sup> (Hard wired hand held) - how many ? (All mics provided with amplified audio system)
- Wireless Microphones:
  - Hand held (4 dedicated units are available for the Ballroom) how many?
  - Clip-on (2 dedicated units are available for the Ballroom, 1 is available for the Theater) how many?
  - Stage monitors (4 are available, for the Ballroom) how many?
- CD player     Cassette player     House CD player (Ballroom & Theater only)     Piano (Ballroom and Theater only)

**Video Equipment**

- TV/VCR     TV/DVD Player     LCD Projector/DVD Player/Screen     LCD Video Projector/Screen
- Video Presenter/Screen (Use with LCD video projector as substitute for overhead transparency/opaque projector)
- Overhead Projector/Screen     Slide Projector/Screen     Projection Screen     AV Cart(s)

**Technology**

- Is Client doing a Power Point<sup>®</sup> presentation?  Yes (Union Equipment accepts CD, DVD or USB Flash Stick<sup>1</sup>)     No
  - Portable Computer (MS XP<sup>®</sup> operating system) & LCD Projector System  Yes  No  
 (This is a three-level AV cart complete with desktop PC, flat-screen monitor, LCD projector with screen, & on-board computer sound system; the audio can be routed to external sound system) External sound system needed <sup>Ⓡ</sup>?  Yes  No
  - Is client providing his/her own Laptop?<sup>2</sup> (Request LCD projector & screen)  Yes     No  
<sup>Ⓡ</sup> NOTE: The Union does not have Apple<sup>®</sup> adaptors so client must provide Apple<sup>®</sup> video output cable & adaptor if Union LCD projector requested
  - Does Client need Ethernet connection?     Yes (12 working days advance notice required for General Public)     No
  - Does Client need Wireless connection?     Yes (12 working days advance notice required for General Public)     No
- <sup>^</sup> The Ballroom, Cypress Room, Theater, Forum Room, & main lakeside upper/lower lobbies, are wireless capable.  
 The meeting rooms are NOT wireless capable.

For office use only:  Internal (on-campus) Guest account or  External (outside campus) Guest Account

<sup>Ⓡ</sup> \$10.00/hr which may be assessed depending on nature of event or should it be required for event.

- Is client bringing in any outside equipment?<sup>1</sup>  Yes (Describe)  No

<sup>1</sup> It is advised that arrangements be made to pre-test media to insure system compatibility!  
<sup>2</sup> We will do everything possible to keep outside equipment safe & secure, however, the University, the Student Union & staff are not responsible for equipment, supplies or materials brought in from or provided by outside sources.

**⑤ Lighting: Ballroom & Theater**

- Preset stage lights or  Custom stage light service
  - Preset house lights or  Custom house light service
  - Follow spot light service
- <sup>Ⓡ</sup> The labor cost to provide custom lighting services is \$10.00/hr should the client request it or which may be quoted in price provided, and charged for, depending on the nature of the event.

Certification:

By my signature below, I certify that I have indicated our needs herein, that I have read, understand, and will comply with the University regulations governing advertising, facilities use, catering and alcoholic beverages, (further information is available in the University Student Handbook), and bind this organization to compliance with same. I further certify that this organization shall be responsible for all University charges for this event.

Signature of Organization Representative \_\_\_\_\_ Date \_\_\_\_\_  
**Print your copy(s), sign & date, then hand deliver, fax, mail or Email to [studentunion@louisiana.edu](mailto:studentunion@louisiana.edu)  
 Keep a copy for yourself &/or "save as" on you computer**

**Disability Assistance**

Ramps are located at the lakeside entrance to the building, at the parking lot entrance by the Bookstore, and at the entrance coming from Guillory Hall. Persons with disabilities may check at the Information Desk or the Reservations Department for elevator access.

When special access is needed to the stage areas in the Ballroom or Theatre, the event could be scheduled at Angelle Hall.

**Room Capacities, Fees & Charges**

Individuals and groups will be charged fees for facility use according to the following categories:

**Off Campus** – All non-University groups: Advanced tickets only. No advertising to public, private party.

**Student Organizations** – Campus organizations and Departments with Admission Charged.

**Students, Faculty & Staff** – Private events.

ROOM	Lecture	Tables & Chairs	Off Campus	Student Organizations	Students, Faculty, Staff
Ballroom <sup>+</sup>	600	400	\$700	\$150	\$350
Cypress <sup>+</sup>	60	40	\$125	\$25	\$50
Theatre <sup>+</sup>	290	n/a	\$400	\$100	\$200
Café de Lafayette <sup>+</sup>		140	\$300	\$50	\$150
Forum	75	N/A	\$125	\$50	\$75
Art Gallery <sup>+</sup>	50	35	\$125	\$50	\$75
Sidelines	N/A	100	\$250	\$100	\$125
Acadian <sup>+</sup>	80	60	\$125	\$50	\$75
Evangeline <sup>+</sup>	100	60	\$125	\$50	\$75
Derrick <sup>+</sup>	70	50	\$125	\$50	\$75
Bastille <sup>+</sup>	120	70	\$125	\$50	\$75
Lagniappe <sup>+</sup>	50	30	\$125	\$50	\$75
River <sup>**</sup>	N/A	18	\$125	\$50	\$75
Bayou <sup>**</sup>	N/A	18	\$125	\$50	\$75
Teche <sup>**</sup>	N/A	20	\$125	\$50	\$75
Pelican <sup>**</sup>	N/A	16	\$125	\$50	\$75
Guillory <sup>***</sup>			\$300		\$150

<sup>+</sup>Preset conference rooms

<sup>\*</sup> Ethernet ready rooms

<sup>\*\*</sup> Available during semester breaks only

**ADDITIONAL CHARGES**

**SECURITY** – The determination of security needs will be assessed by the requesting agency in conjunction with the UL Lafayette Police Department and the requesting agency will be obligated to pay for security services actually rendered. This means that when security is deemed necessary or required by the Student Union, by University Police, or by the sponsoring organization, the organization shall pay applicable costs. Please be sure to record a name and phone number to be contacted regardless of whether or not security is being requested.

Campus Organizations: \$10.00/man hour

Outside Groups: \$21.00/man hour

**TECHNICAL ASSISTANCE SERVICES** – When requested by sponsoring group or deemed necessary by the Student Union, the rate of \$10.00/man hour shall be paid by the organization. These services shall include but not be limited to sound, lighting, or video presentation technicians, for example. Prior to final booking of events, client shall consult with us regarding the compatibility and use of any proposed outside equipment! We will do everything possible to keep outside equipment safe and secure, however, the University, the Student Union & its staff are not responsible for equipment, supplies or materials brought in from or provided by outside sources.

**SPECIAL SETUPS OR WEEKEND CLEANUPS** – When the sponsoring organization requests special setup or extra setup time is deemed necessary by the Student Union, besides any room rent, security or technical assistance assessments and charges, an additional overtime fee of \$150.00 shall be paid by the organization.

Union Director – Anthony Daniel (337) 482-6939  
Reservations - Maggie Vincent (337) 482-6939 Fax 482-6123  
University Program Council Room 206

Building Services - Michael Flaherty (337) 482-6345  
Accounting - Grace Dore (337) 482-6941 Fax 482-1362  
Information Desk Room 123

Sodexo Food Services Catering  
Laura Melton (337) 482-5756  
Room 186

UL Lafayette Student Union  
600 McKinley Street  
P.O. Box 42611  
Lafayette, LA 70504

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