

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 ⁺	600	400	\$700	\$150	\$350
Cypress ⁺	60	40	\$125	\$25	\$50
Theatre ⁺	290	n/a	\$400	\$100	\$200
Café de Lafayette ⁺		140	\$300	\$50	\$150
Forum	75	N/A	\$125	\$50	\$75
Art Gallery ⁺	50	35	\$125	\$50	\$75
Sidelines	N/A	100	\$250	\$100	\$125
Acadian ⁺	80	60	\$125	\$50	\$75
Evangeline ⁺	100	60	\$125	\$50	\$75
Derrick ⁺	70	50	\$125	\$50	\$75
Bastille ⁺	120	70	\$125	\$50	\$75
Lagniappe ⁺	50	30	\$125	\$50	\$75
River ^{**}	N/A	18	\$125	\$50	\$75
Bayou ^{**}	N/A	18	\$125	\$50	\$75
Teche ^{**}	N/A	20	\$125	\$50	\$75
Pelican ^{**}	N/A	16	\$125	\$50	\$75
Guillory ^{**}			\$300		\$150

⁺Preset conference rooms

⁺ Ethernet ready rooms

^{**}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

NewBookingChecklist.doc3/9/06mf