

# Department of Event Services

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

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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.

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Normal operating hours for the Event Services Department Scheduling Office (located at Bayou Pointe Event Center) are:

Monday-Thursday: 7:30am – 5:00pm

Friday: 7:30am - 11:30am

Saturday & Sunday: Closed

*\*Holiday and summer hours will vary with the University schedule\**

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Any student organization desiring to use the name of ULM and its facilities must achieve status as a Recognized Student Organization (RSO). Organizations should consult with the Office of Student Development (SC Room 258) for administrative details.

- All RSOs must be registered through the Office of Student Development prior to scheduling any University facility.
- All RSOs must submit an event request form on WINGSPAN.
- Complete a room reservation request online at [www.ulm.edu/eventservices](http://www.ulm.edu/eventservices)

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All reservations are made online at [www.ulm.edu/eventservices](http://www.ulm.edu/eventservices). Reservations are accepted on a first-come, first-serve basis. The Event Services scheduling office will tentatively confirm your reservation by email within 48 hours of a submitted reservation form.

Reservations MUST be made \_\_\_\_\_ two weeks in advance. Reservation requests made two weeks or less prior to your event are not guaranteed to be confirmed.

To change or cancel a reservation, the original requestor must contact the Event Services Department in writing with the changes/cancellations that need to occur no less than 48 hours prior to the event.

RSOs that are hosting events that are open to guests other than those in the current RSO are allowed up to 3 people per person listed on the official membership list on Wingspan. For example, if an RSO has 20 current registered members, they can have up to 80 guests at the event (20 members & 3 guests per member = 80). If more guests are invited, the RSO may have to provide a liability insurance policy and pay published Community rates.

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Please be sure to cancel any room reservation that you do not plan to use *at least 48 hours* prior to your scheduled reservation. No shows and late cancellations





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.

It is your responsibility to secure a caterer should you need food for your event. Only *approved* catering vendors may be used for your event. Exceptions to this rule would be:

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