

INSTRUCTIONS FOR REQUESTING USE OF ACADEMIC FACILITIES (FOR UL DEPARTMENTS)

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

Departmental Requests require signatures of

1. Department Representative (person making request)
2. Department Head or Director
3. Dean
4. Department Head or Dean of requested building

The Vice President for Administration & 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.

**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 <https://policies.louisiana.edu/about/campus-events-framework>.

**UNIVERSITY OF LOUISIANA AT LAFAYETTE
REGULATIONS FOR USE OF UNIVERSITY ACADEMIC FACILITIES
ON EVENINGS, WEEKENDS AND/OR UNIVERSITY HOLIDAYS**

Adopted and Approved by the University Council December 2002

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REQUEST FOR USE OF ACADEMIC FACILITIES
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