

INSTRUCTIONS FOR REQUESTING USE OF ACADEMIC FACILITIES  
BY STUDENT ORGANIZATIONS

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UNIVERSITY OF LOUISIANA AT LAFAYETTE  
REGULATIONS FOR USE OF UNIVERSITY ACADEMIC FACILITIES

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REGULATIONS FOR USE OF UNIVERSITY ACADEMIC FACILITIES  
BY APPROVED STUDENT ORGANIZATIONS

REQUESTOR USE OF ACADEMIC FACILITIES BY STUDENT ORGANIZATIONS

By my signature below, I certify that I have read the policies and procedures regarding this request.

# CAMPUS EVENTS FRAMEWORK

The University will adhere to the orders, proclamations, and regulations of the Governor of Louisiana and the Mayor-President of Lafayette, Louisiana, as well as guidelines from the Centers for Disease Control and Prevention (“CDC”) and the Louisiana Department of Health (“LDH”) regarding institutions of higher education and events and mass gatherings (collectively, the “Public Health Guidance”). This Campus Events Framework (the “Framework”) complies with all such Public Health Guidance and all Event Hosts and event attendees are expected to comply with the same. This Framework is subject to change based on updates made to Public Health Guidance. Additionally, the University reserves the right to adjust any event based on any emergency/disaster action taken by the Louisiana Governor or local authority and/or guidance from the CDC and/or LDH.

The University has made an assessment of the capacity of all event and classroom spaces. Event Hosts will be informed by University Liaisons regarding the capacity limits of the space they wish to utilize as well as the responsibilities outlined in this Framework. University Liaisons may contact Carl Taz Winingar, Office of Facility Management, via e-mail at [taz.winingar@louisiana.edu](mailto:taz.winingar@louisiana.edu), to obtain capacity limits for campus classroom and event spaces.

The return of events to campus must be a shared responsibility. The Event Host is responsible for ensuring compliance with this Framework and with Public Health Guidance. The University Liaison for each University facility will advise each Event Host requesting to lease the space of the capacity restrictions, this Framework, and the applicable Public Health Guidance.

The University has invested significant financial resources in sanitizing supplies and masks for use by University staff and students. These resources must be safeguarded to ensure sufficient supplies are available for the fall semester. Expenses related to event cleaning services, sanitation supplies, event monitoring, and other activities directly related to compliance with this Framework and Public Health Guidance shall be passed on to the Event Host to be included in the total event fee.

## EVENT STAFF DEFINITIONS, ROLES, AND RESPONSIBILITIES:

- University Liaison – is the University employee who is responsible to ensure that this Framework

for terminating an event or policing safety protocols – only for monitoring and informing the Event Host. Crowd Monitors must be identified to the Staff Monitor prior to the event.

- Event Workers – Individuals who have an event-related role, and who must be trained in safety

service stations are not allowed in Phase 2. Where possible, the University strongly encourages Event Hosts to utilize Sodexo services during July and August.