Lavin Bernick Center for University Life

The Student Guide to Policies and Procedures is updated annually. The content of the policies contained within this publication are accurate as of August 1, 2016. The information in this publication applies to the 2016-17 academic year. The University reserved the right to change the information herein without prior notice, in accordance with established procedures.

The most up to date version of this policy can always be found at: http://tulane.edu/studentaffairs/lbc/event_planning.cfm

ROOMS AND RESERVATIONS

Dances and Late-Night Events
In addition to the Lavin-Bernick Center room reservation policies, the following policies apply to late night events held within the facility:

• A minimum of three campus police officers will be required at this type of event. A minimum of five student members of the sponsoring organization(s) must work as additional security staff.
• For safety and security reasons, only one ballroom may be used for parties/dances on any given date. The maximum number of guests may not exceed 450.
• The student organization or group sponsoring the event shall provide event contact names to the Department of Public Safety prior to the event. It is recommended that this information be included on the IT along with specific times and details of the event. This information will assist Public Safety in making their shift assignments.
• All guests must be able to present their university issued photo identification at the door. Public Safety officers will assist and support this rule. Individuals without a college photo I.D. will be refused entry.
• Two officers will periodically patrol the area outside the event, ensuring that any non-Tulane affiliated persons are not found loitering.
• Campus police officers will monitor occupancy levels to ensure that occupancy codes and safety regulations are not violated.
• Events held in the Lavin-Bernick Center will end by 2:00am.
• Groups sponsoring events held in the Lavin-Bernick Center that conclude after 11:00pm will be assessed a custodial staffing fee payable directly to Tulane University by check, or to the Lavin-Bernick Center by Interdepartmental Transfer (IT).
• Additional public safety officers may be called to the facility at the end of the event to assist in dispersing the crowd. If this extra support is required, it will be at the expense of the sponsoring organization(s).

Decorations
Decorating and the removal of decorations must occur during the reserved time of the event. Smoke, fog and bubble machines are not permitted. Use of candles, oil lamps, or incense is not permitted. Duct tape and clear packing tape cannot be used on any surface. Flowers and other decorations must arrive and be removed during the reservation period.

Event Security
The Police Department’s presence is required at certain campus events. Specifically, for open events one officer is required for every 0-250 persons expected to attend an event; and depending
Facilities and Properties

on the nature of the event, additional officers may be required. For closed events on campus, a Tulane Police officer may be required when expected attendance is less than 50 people (i.e. events serving alcohol or having amplified sound). If an event requires public safety officers the organization or department will be notified at the time the reservation is confirmed. A request for officers must be submitted via the online request form (www.tulane.edu/police/eventsecurity.cfm).

Food Service
Olive/Blue Catering (865-5254 or catering@tulane.edu) has the exclusive catering rights in the Lavin-Bernick Center; Tulane departments and student organizations may bring their own food but are responsible for food clean-up. There will be a clean-up charge if the room is not left in its original condition. The catering website is www.diningservices.tulane.edu. All Tulane events serving food (food not catered by Sodexo) must submit an application to the Office of Environmental Health and Safety for approval. For guidelines and approval by OEHS go the website - http://tulane.edu/oehs/ocsafety/foodsafety.cfm then to “Application and Guidelines for On-Campus Food Service Events”. Students, faculty, and staff must complete this application and submit it to the OEHS for approval. Once approved please send a copy to the LBC - sdymond@tulane.edu.

Insurance and Rental Agreements
Insurance and Rental Agreements are required for the following events:
• Events held by organizations or individuals which are neither funded nor controlled by the University
• Events which are not part of the course of regular University business
• Events where the primary benefit is for an unaffiliated organization or individual and the secondary benefit is for the University (“University-hosted events” such as grad school fairs)
• Events conducted by University affiliates or non-affiliates for purposes other than those related to University’s mission of education, research and service
The prospective lessee/user must complete a Facility Use Request Form located online at http://facilityrequest.tulane.edu. Reservations should be made no later than 45 days from the proposed event commencement date. An executed Facilities Rental Agreement and Addendum should be submitted no fewer than 30 days prior to the event date. A certificate of insurance complying with Agreement requirements should be received no less than 10 days before the event date.

McAlister Place
McAlister Place, which runs from Freret Street to Drill Road, can be reserved for special events. Reservations can be made at www.lavinbernickcenter.tulane.edu. All student organizations must complete Student Programs Event Registration forms when reserving McAlister Place. Organizations and departments must follow the University amplified sound policy and submit an I.T. to Facilities Services for tables, chairs, extra garbage cans, and clean-up personnel. Organizations/departments must contact Public Safety (Officer Dominguez at 865-5381) to order officers for any large events.

Parking
All vehicles parked on the uptown campus between the hours of 8 a.m. and 5:30 p.m., Monday-Friday, are required to display a University Parking Permit or park in a metered parking place. Visitors may purchase a one-day parking pass at the Traffic Office during business hours and from the TUPD safety dispatcher after hours. Visitors have the option to pay to park on the
ground level of the Diboll Complex or use parking meters throughout campus. For additional information, please visit http://tulane.edu/police/uptown/parking/traffic_office.cfm.

**Reservations/Cancellations/No-Shows**

All meeting, booth or banner spaces in the Lavin-Bernick Center must be reserved through the LBC Reservations Office. Reservation policies and procedures may be viewed at www.lavinbernickcenter.tulane.edu. Priority use is given to recognized student organizations and University departments. Sponsoring groups or organizations may cancel or change their reservations with twenty-four hours advance notice. A student organization is considered a “no show” if group members have not utilized the reserved area within 30 minutes of the scheduled reservation. Please review the sanctions listed below for violations of the “no show” policy:

- The first “no show” will result in the student organization receiving a written notice of warning from the LBC Reservations Office, with a copy to the organization’s adviser.
- The second “no show” will result in the student organization losing its scheduling privileges for a period of two (2) academic weeks. During the time of suspension, all previously approved reservation requests will be canceled.
- The third no show will result in the organization losing its scheduling privileges for a period of eight (8) academic weeks. During the time of the suspension, all previously approved reservation requests will be canceled.

Reservations are not accepted for regularly scheduled academic classes or weekly religious services. Informal study groups are permitted in the public lounges and dining areas.

Student organizations may not reserve space during study and exam periods.

**Video/DVD Showings and Federal Copyright Law**

Federal law prohibits the public display of copyrighted material. This includes videos and DVDs that may be purchased or rented. Although the language is not specific, any showing of a video or DVD for social purposes to groups could be considered a violation of federal law. To avoid such conflict and decrease the likelihood of copyright violations, groups are urged not to show copyrighted material unless payment has been made to the proper authority. For more detailed information please contact the Office of Student Programs at 865-5141.

**ADVERTISING, BANNERS, AND PUBLICITY**

**Banners**

The LBC allows student groups and University departments to display banners in predetermined locations in and around the building. Banner spaces must be reserved in advance through the LBC Reservations Office, and are subject to the approval of LBC staff. The LBC staff will hang banners inside the LBC. Groups wishing to hang outdoor banners should contact Facilities Services for assistance. Banners to be hung indoors may be dropped off at the LBC Info Desk, and should be picked up there when the reservation ends. Staff will recycle or dispose of any banners that go unclaimed.

**Digital Displays**

The LBC owns and operates digital display monitors on each floor of the building. Customers with meetings inside the LBC may request to display a slide or short video clip with meeting info, a speaker’s photo, or any other relevant information. This ad will be displayed for no more than one week prior to the event. Please contact the LBC Reservations Office for more information.
about the video screens, or to obtain a template with the appropriate dimensions and resolution. All submissions are subject to approval by the LBC Reservations Office staff.

**Glass Display Cases**
Registered student organizations and university departments may utilize the Lavin-Bernick Center display cases. Each group may use a display case for a two-week period to promote upcoming events or promote their organization/department. The name of the organization, the date, time and location of the upcoming event (when applicable), and a contact phone number must be prominently displayed. The Information Desk Staff is responsible for hanging and removing the posters/flyers. Items not retrieved by the end of the display period will be recycled or discarded.

**Postings & Chalking**
Postings must be approved, stamped, dated, and hung by the Information Desk Staff and are limited to two per authorized bulletin boards. Postings are not permitted on doors, windows, or the walls of the Center. All postings must be sponsored by a recognized student organization or University department and the name of the sponsoring organization/department must be printed on the posting. Postings cannot be larger than 14” x 22” and will be limited to two-weeks. Chalking on the walls is not permitted.

**Publications**
Only approved Tulane University publications may be distributed in the public spaces of the Center. The newspaper racks located at the front entrance are designated for *The Hullabaloo*, the university newspaper.

**Table Tents**
The LBC has 88 two-sided 4x6 acrylic table-tent holders on located in the Food Court and Nalty Commons. The two panels can be filled on a first-come, first served basis to Tulane University student organizations and departments. All table tent designs must be submitted to and approved by the LBC Reservations Office. Fundraising efforts or advertising affiliated with elections are not permitted on table tents. Table tents may be displayed for a maximum of one week or seven calendar days. The sponsoring organization or group and contact information must be clearly stated on the table tent. To reserve table tent space contact Shirley Dymond at sdymond@tulane.edu.

**Vendors/Solicitation**
Solicitation is considered any activity in which an action is requested of another individual for any purpose. Sales, petitions, surveys and distribution of printed or free materials are considered solicitation under this policy. External vendors are not permitted in the Lavin-Bernick Center unless sponsored by a university department or a recognized student organization. The names of the vendor and the sponsor(s) must be clearly displayed within their reserved areas. The vendor must remain within their reserved area and may not approach facility patrons or solicit door-to-door. Rental fees for booth/lobby space must be paid in advance. Contact the LBC Reservations Office for detailed information regarding vendor contracts, policies and/or rental fees.

**GENERAL**

**Access**
The Lavin-Bernick Center is open 24 hours a day 7 days a week during the academic year with
Tulane card access. Hours may be abbreviated during university and national holidays. Please check current operational hours at www.lavinbernickcenter.tulane.edu.

Activities
The LBC is not designed for running, jumping, climbing, or any other physical activities or horseplay. Patrons who engage in this behavior inside of the LBC will be asked to leave.

ADA Accessibility
The Lavin-Bernick Center is ADA accessible.

Alcohol
All student organizations planning an event to include alcohol must register the event by completing an Event Registration Form (available at http://studentprograms.tulane.edu or in person at the Office of Student Programs). Forms must be submitted to the Office of Student Programs at least three weeks prior to the event. All other student organizations and departments should register events with their appropriate administrator at least 5 working days prior to the event. All events serving alcohol require a security presence to enforce state law per the University Alcohol Policy.

Amplified Sound
Amplified sound is defined as any sound that is broadcasted through electronically amplified equipment or sound that is electronically enhanced. The use of amplified sound may not interfere with instructional activity or the administrative operation of the university. Such use will only be permitted during the following specific times and specific locations:

Monday-Friday: 12noon-1pm, 4-7pm McAlister Steps, Gorson Porch, and Pocket Park
Saturday and Sunday and University Holidays: 12noon-10pm

The use of amplified sound will not be permitted if such use would disrupt a previously scheduled event or function. Sound levels must comply with the City of New Orleans Code, Sections 66-22. All events with amplified sound must provide adequate security, as determined by the Department of Public Safety. If the sound level exceeds the maximum provision, after two consecutive warnings, the LBC Administration reserves the right to cancel amplified sound for the remainder of the event.

Animals
No animals are permitted in the Lavin-Bernick Center except for service animals assisting visually or physically impaired patrons.

Bicycles
No bicycles are permitted in the Lavin-Bernick Center. Bicycles should be locked to bike racks located outside the LBC. Bicycles may not be chained to railings, columns, benches or other structures. Bicycles that are unattended in the building or chained to prohibited structures will be surrendered to TUPD.

Building Equipment
No equipment or furniture is to be removed from the LBC without written permission from the Administrative Office of the Lavin-Bernick Center. Organizations that lose or break equipment will be assessed a replacement or repair fee by the Lavin-Bernick Center.
Conflict of Interest
Tulane University has established contractual agreements with retail and service providers located within the Lavin-Bernick Center. Due to the contractual terms of these agreements, university departments and/or student organizations representing Tulane University are prohibited from entering into similar agreements with any like providers. Potential conflicts of interest may include, but are not limited to, the following services:

- Banking
- Bookstore
- Catering or food/beverage service
- Computer/Technology equipment
- Copy/Printing Center

If you have questions regarding this agreement please contact the Associate Vice President for University Services at (504) 862-8064.

Fire Safety
The Lavin-Bernick Center is protected by a system of smoke detectors tied into a main building alarm. In the event that a fire alarm sounds, patrons must proceed immediately to the nearest building exit. Once outside the building, patrons will be asked to move to an area at least 25 feet from the exterior of the building. All building occupants must remain outside of the building until the Department of Public Safety has given the all-clear signal, and the building is reopened.

Open flames, including incense and candles are prohibited by Fire Code. Organizations requiring the use of candles during formal functions may purchase battery-operated “candles”.

Gambling
Gambling of any nature is prohibited in the Lavin-Bernick Center.

Lost and Found
The Lavin-Bernick Center operates the university Lost and Found at the Information Desk located on the first floor. If the owner can be identified he/she will be contacted via phone and/or e-mail. If you would like to find out if a lost item has been turned in, please call 865-4000, e-mail us at lbcinfo@tulane.edu or inquire at the Information Desk.

- Items that are not claimed within 60 days will be either disposed of or donated.
- Driver’s licenses, bankcards and other forms of identification will be shredded after the 60-day period.
- Tulane ID cards will be held for 3 business days. If unclaimed after the 3-day period, cards will be returned to Card Services located in Bruff Commons.

Phones
Students and visitors may use the courtesy phones located on the second floor of the facility across from room 212 (Qatar Ballroom).

Skates, Roller Blades, or Skateboards
The use of skates, roller blades or skateboards is not permitted in the Lavin-Bernick Center.
Smoking
In compliance with University policy, the Lavin-Bernick Center is designated a smoke-free facility. Smoking is permitted on campus in designated smoking areas. Beginning on August 1st, 2014, Tulane University will become a smoke-free campus. For the purposes of this guideline, tobacco is defined as any type of tobacco product including but not limited to cigarettes, cigars, cigarillos, electronic cigarettes, pipes, hookahs, smokeless or spit tobacco or snuff.

Lavin Bernick Center, (504) 865-5196
# LBC Capacity Chart and Rental Rates

## Facilities and Properties

### Lavin-Bernick Center for University Life

#### Capacity Chart and Rental Rates

<table>
<thead>
<tr>
<th>Reservable Space</th>
<th>Configuration</th>
<th>Rental Rates</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>For-Profit</td>
</tr>
<tr>
<td></td>
<td></td>
<td>1/2 Day</td>
</tr>
<tr>
<td>Room Number/Name</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rm #001 (Garden Level)</td>
<td>31.5'x17'</td>
<td>533</td>
</tr>
<tr>
<td>Rm #201 (Race)</td>
<td>40'x17'</td>
<td>680</td>
</tr>
<tr>
<td>Rm #202 (Rechler)</td>
<td>40'x17'</td>
<td>680</td>
</tr>
<tr>
<td>Rm #203 (Stibbs)</td>
<td>36'x36.5'</td>
<td>1314</td>
</tr>
<tr>
<td>Rm #204 (Lefkowitz)</td>
<td>17.5'x11'</td>
<td>193</td>
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<td>193</td>
</tr>
<tr>
<td>Rm #206 (Goldstein)</td>
<td>17.5'x11'</td>
<td>193</td>
</tr>
<tr>
<td>Rm #208 (Korach)</td>
<td>17.5'x17.5'</td>
<td>306</td>
</tr>
<tr>
<td>Rm #210 (McKeever)</td>
<td>37'x17'</td>
<td>609</td>
</tr>
<tr>
<td>Rm #211 (Moses)</td>
<td>17.5'x12'</td>
<td>210</td>
</tr>
<tr>
<td>Rm #212 (Qatar)</td>
<td>126'x40.75'</td>
<td>5134</td>
</tr>
<tr>
<td>Rm #213 (Kendall Cram)</td>
<td>92'x43'</td>
<td>3956</td>
</tr>
<tr>
<td>Rm #216 (1834 Club)</td>
<td>57'x44' &amp; 26x14</td>
<td>2872</td>
</tr>
</tbody>
</table>

### Meeting Rooms by Square Footage

<table>
<thead>
<tr>
<th>Room Number/Name</th>
<th>Dimensions</th>
<th>Sq Ft</th>
<th>Occupancy</th>
<th>Seating</th>
</tr>
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<tr>
<td>Rm #001 (Garden Level)</td>
<td>31.5'x17'</td>
<td>533</td>
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<td>50</td>
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<td>Rm #202 (Rechler)</td>
<td>40'x17'</td>
<td>680</td>
<td>50</td>
<td>50</td>
</tr>
<tr>
<td>Rm #203 (Stibbs)</td>
<td>36'x36.5'</td>
<td>1314</td>
<td>192</td>
<td>135</td>
</tr>
<tr>
<td>Rm #204 (Lefkowitz)</td>
<td>17.5'x11'</td>
<td>193</td>
<td>12</td>
<td>12</td>
</tr>
<tr>
<td>Rm #205 (Clifford)</td>
<td>17.5'x11'</td>
<td>193</td>
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</tr>
<tr>
<td>Rm #212 (Qatar)</td>
<td>126'x40.75'</td>
<td>5134</td>
<td>734</td>
<td>400</td>
</tr>
<tr>
<td>Rm #213 (Kendall Cram)</td>
<td>92'x43'</td>
<td>3956</td>
<td>580</td>
<td>380</td>
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<tr>
<td>Rm #216 (1834 Club)</td>
<td>57'x44' &amp; 26x14</td>
<td>2872</td>
<td>198</td>
<td>140</td>
</tr>
</tbody>
</table>

**I = I-conference; O = O-conference; U = U-conference; T = Theatre; C = Classroom; B = Banquet; R = Reception**
LBC Rooms & Reservations

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The most up to date version of this policy can always be found at: http://tulane.edu/studentaffairs/lbc/event_planning.cfm

The reservation is not confirmed until you receive the confirmation from the administrative office! You must follow all building policies listed on the website, www.lavinbernickcenter.tulane.edu

When a reservation may be made:
Reservations for events should be requested two weeks prior to the event. The LBC administrative office is open from 8:30am to 5pm Monday through Friday. Online reservation requests can be made anytime at https://ems.tulane.edu/Default.aspx Exceptions are:
Space for University departments, offices or organizations may not be reserved for standard weekly meetings until after November 1 for the spring semester and after April 1 for the summer and fall semesters.
Space for student organizations may not be reserved for any times from the end of the last day of classes until the beginning of the day after the last day of exams for that period.
University holidays may require closure of the building and no reservations will be booked on those dates.

Appropriate uses of space:
Events in the Lavin-Bernick Center and McAlister Auditorium are, in general, limited only by the size of the facility. Student organizations and University departments are allowed to reserve space on a weekly basis. Contact the LBC Director for exceptions. Areas in both the Lavin-Bernick Center and McAlister Auditorium may not be used as the primary classroom for an academic class, for study groups, or for weekly religious services. There are other specific restrictions that can be found in the LBC building policies.

Making a reservation:
If you are a current Tulane Student, Faculty, or Staff member you may request a reservation as well as research available online space at https://ems.tulane.edu/
If you are not a current Student, Faculty, or Staff member at Tulane University then you must make your reservation request online at https://facilityrequest.tulane.edu

Changing a reservation:
To change a reservation, the requestor or her/his designate must call or come by the LBC Administrative Office. Changes must be made at least one working day in advance. When a change is made, the Administrative Office will generate a new confirmation indicating the change made and who requested the change. This notice will be emailed to the requestor. The notice is emailed to the appropriate Student Adviser and student when the change is made for a Student Organization. This notice is the requestor’s confirmation that a change was made.

Canceling a reservation:
A Requestor who determines that they will not be using a space they have reserved must cancel the reservation. All cancellations must be made 48 hours in advance. You can cancel your room request at https://ems.tulane.edu/ If the event is scheduled within 24 hours please call the LBC administrative office at 504/865.5196. When a cancellation is made, the Administrative Office will generate a Cancellation Notice indicating who made the cancellation. This notice is emailed to the requestor or to the appropriate Student Organization adviser and student requestor when a reservation is made for a student organization. This notice is the requestor’s confirmation that a cancellation was made. Failure to notify the Administrative Office of a cancellation in advance will result in temporary loss of reservation privileges.

Charges

**Space Rental** – Your event may or may not be subject to a rental fee. Please see information on page 3 under Event Classification and Rate Categories for more specific information.

**Custodial** – Custodial charges are incurred only when an event requires additional personnel beyond that normally scheduled for the building. If additional personnel are required, the requestor will be notified at the time the reservation is made. The Associate Director of the LBC is responsible for making the determination of personnel requirements. Situations where additional custodial personnel may be required include, but are not limited to: commencement ceremonies, concerts, recitals, late night or weekend events, and functions exceeding 200 attendees, etc.

**Security** – Some events will require the hiring of Public Safety officers. If the event requires the hiring of Public Safety officers, the Requestor will be notified at the time the reservation is made. The Sponsor will be responsible for the costs incurred. Contact Public Safety at (504) 865-5381.

**Sound Technician** (available in McAlister Auditorium only) – Facilities Services has a Sound Technician available for hire to run the audio/visual equipment in McAlister Auditorium. If using the A/V equipment in McAlister a Sound Technician will be required. The event will be responsible for personnel charges (electrician, sound technician, and custodian). Contact Facilities Services at (504) 865-5445.

**Food and/or Beverages:**

Olive Blue Catering, (504) 865-5254, has exclusive catering rights to all interior spaces of the Lavin-Bernick Center and McAlister Auditorium. No off-campus catering services may be used in any areas of these facilities and no off-campus caterer or restaurant is allowed to enter the LBC to deliver food or beverage. Customers may bring in their own food and/or beverage as long as it is not catered and does not conflict with the Tulane non-compete policy. If a Sponsor brings in its own food and/or beverages, it is responsible for making sure that all trash generated is deposited in the trash receptacle provided. Failure to do this will result in cleaning charges.

**Alcohol:**

Those requestors planning on providing alcohol at their event are responsible for reading and understanding the University’s alcohol policy. A copy of the policy can be obtained from The Office of Student Programs. All events with alcohol are required to have one Public Safety officer.

**Smoking:**

No smoking is allowed in the Lavin-Bernick Center or McAlister Auditorium.

**Amplified Sound:**
If the event will include amplified sound, notification must be given in advance to the Administrative/Reservations Office. In the event you are asked to reduce the sound level, you must do so immediately. Failure to comply may result in the cancellation of any future reservations. See more complete details on the website: www.lavinbernickcenter.tulane.edu – Building Policies.

Event Classifications and Rate Categories
Revised 4/24/2014

Tulane University hosts a significant number of meetings, events and conferences annually. University space and resources are limited and the University bears certain costs for hosting events and activities on university property, including staffing, set-up, AV equipment, repairs, utilities, etc. In addition, the university is also concerned about the liability and risk associated with hosting these types of activities. The framework below is used to classify events and determine when rental fees apply for space and resources in the Lavin-Bernick Center. Please contact us if you have questions about the rates or need assistance evaluating your program or event to determine if fees apply – 504-865-5196.

A. No-Fee - The program, meeting or event is an initiative of, and was created/developed by Tulane University for the primary benefit of the Tulane community.

- **Origin** – Event is requested by a department or registered student organization.
- **Audience** – Event is primarily for the Tulane community and 51% or more of the guests are faculty, staff or students.
- **Funding Source** – Event is supported entirely by university funds.
- **Partnership** – The event is an initiative of Tulane department or student group and is not being planned or supported through a partnership with an outside organization.

B. University Rate - The program, meeting or event is an initiative of Tulane University and was created/developed by Tulane and involves external partnership, funding or guests. The University Rate applies to events when:

- **Origin** – Event is requested by a department or registered student organization.
- **Audience** – The event is not primarily for the university community and is open to non-university guests/attendees (through advertisement or invitation) and 51% or more of the guests are external.
- **Funding Source** – Event is supported by external funding sources. Some source examples include outside sponsorship, admission fees, registration charges, fundraisers and ticket sales.
- **Partnership & Space Access** – Through partnership or collaboration the university department is providing a non-university organization shared access to space.
- **Planning** – 1.) Tulane representative must request the space. 2.) Tulane representative must serve as the primary contact/planner for all event-related details. 3.) All charges related to the event will be billed and covered by the Tulane budget account number. This policy ensures that the University Rate is fairly applied. If these criteria are not met, the event reverts to the Standard Rate.
- **Student Organizations and Clubs** - Student organizations are never charged for space/equipment unless they are planning an event alongside an external organization and/or providing shared access to university space.
C. Standard Rate - The program, meeting or event is an initiative of a private company or non-profit. The following criteria apply to Standard Rate events:

- **Small, Local, Community-based Non-profits** – Non-profit 501c3 organizations and local civic associations, local charities and community 501c3 non-profits will receive a 25% discount off the Standard Rate.***
- For-profit ventures and other enterprises will be charged the full rate.
- The LBC does not host private parties, wedding receptions, etc.

***Space Only – Discount applies to space only. Events may also carry fees for equipment and staff such as catering/food charges, large equipment, police details, cleanup fees, etc.

D. Event Classification Policies - These policies apply to all requests for conferences, meetings and events.

- **Half-Day Discount** – Reservations that last 4 hours or less will be subject to the half-day discount
- **Fronting** – University departments and registered student organizations shall not use their privileges to access space, resources or services and “front” for a non-university group or commercial entity in order to avoid fees or receive reduced fees. All instances of “fronting” for off-campus groups or commercial entities will result in an adjustment of all related fees to appropriate rate category.
- **Fee Waivers** – No waivers will be granted. Unfortunately we are unable to waive or eliminate space or equipment rental charges. As an educational institution we have an obligation to apply our rates fairly and equally to all organizations. We would never want to be perceived as offering a discount to one group, but not all. We strive to always apply our rates fairly and consistently.
- **Insurance – University Rate** – Events classified at the University Rate are considered to be University events and are covered under the self-insured status of the university. The university does not require additional proof of insurance.
- **Insurance – Standard Rate** – Shall carry and maintain comprehensive general liability insurance, insuring against liability for bodily and personal injury to or wrongful death of persons, or damage or losses of property occurring in or about the premises arising out of USER’s use or occupancy thereof, in an amount not less than:
  - $1,000,000 Bodily Injury
  - $1,000,000 Personal Injury Liability
  - $1,000,000 Property Damage Liability
Use of Quads / Fields

The Student Guide to Policies and Procedures is updated annually. The content of the policies contained within this publication are accurate as of August 1, 2016. The information in this publication applies to the 2016-17 academic year. The University reserved the right to change the information herein without prior notice, in accordance with established procedures.

QUADS AND OUTDOOR SPACE AVAILABLE FOR RESERVATIONS:

*Please read the additional policies in place for use of these quads or outdoor space.
**McAlister Way must be reserved through the Lavin-Bernick Center for University Life, please read the additional policies in place for use of this outdoor space.

QUAD RESERVATION PROCEDURES
Only Tulane University Departments and University recognized organizations may reserve field/quad space.
A Quad Reservation Request must be completed and turned into office 105 of the Reily Student Recreation Center. A Reservation Request Form can be found at [http://www.reilycenter.com/index.php/forms/quad-reservations-forms/](http://www.reilycenter.com/index.php/forms/quad-reservations-forms/)
After submitting a quad reservation request you will be notified if your reservation requires additional logistical support. Any event requiring Facilities Services support must be made at least two weeks (14 days) in advance. An IT for those services must be submitted to Facilities Services in order to receive formal confirmation of use.
With prior approval student organizations or departments may use sound systems at events. All organizations must adhere to the university policy governing amplified sound. To review these policies, click the following link: [https://tulane.edu/studentaffairs/policiesprocedures.cfm](https://tulane.edu/studentaffairs/policiesprocedures.cfm)
For events that may require reserved parking contact the TUPD Traffic Office at 504-865-5381.

EVENT REQUIREMENTS AND SERVICES AVAILABLE:
Facilities Services must be contacted for any activity that requires digging or staking on any quad.
Facilities Services will provide trash containers, tables, and chairs at a charge if arranged two weeks in advance.
Events that require an electrical source from a Tulane power source will need to review power needs at least two weeks in advance with Facilities Services.
Clean up services and policies:
Events involving food service for 50 or more people or any event serving seafood is required to contract with Facilities Services for clean-up.
Organizations not serving food/seafood may perform their own clean up or request the services of Facilities Services at a cost to the organization.
Organizations who do not request Facilities Services and do not clean up properly after their event will be assessed charges associated with cleaning and may jeopardize their future use of quads.
Events requiring clean up will not be confirmed until a signed IT is presented to Facilities Services.

5. For more information about services available or to contact Facilities Services visit http://tulane.edu/facilities/uptown/flag_special_events.cfm

GENERAL USE POLICIES:
The Department of Campus Recreation reserves the right to cancel any event due to inclement weather or poor field/quad conditions. A Campus Recreation Representative will notify the sponsoring organization if the field/quads need to be closed.

No vehicles are allowed on fields or quads without prior permission from Facilities Services. Should permission be granted, the sponsoring organization must have a representative present when vehicles are moving on or off the fields/quads.

No glass containers are allowed on quads, fields or other outdoor space. Banners and signs may not be hung from trees or nailed to trees. Organizations found responsible for damaging trees, bushes or plants will be assessed charges associated with replacement costs.

Smoking is not permitted on university fields/quads. Smokers must use university designated smoking areas.

The Department of Campus Recreation reserves the right to cancel any event or restrict future use of quads or fields if an organization is found to be non-compliant. In addition, organizations causing damages to property may be assessed charges.

*ADDITIONAL POLICIES FOR SPECIFIC QUADS AND OUTDOOR SPACE*

All of the aforementioned policies apply to the following areas in addition to the following:

**LBC QUAD:**
Due to high visibility, the LBC Quad is intended for events centered on campus traditions, intramural and athletic events. The LBC Quad can only be reserved for major campus events sponsored by the University and its departments. Major events include: Crawfest, Fridays at the Quad, TUCP major programs (i.e. concerts), Tidal Wave events, and tailgating. In addition, the LBC Quad is available for club sport scrimmages, intramurals, and Athletic events coordinated through the Reily Center and Athletics department.

All other events are subject to approval by the Vice President of Student Affairs or his/her delegate regarding the appropriateness of the proposed event.

Events organized and conducted by any group, organization, entity or individual which are neither funded nor controlled by the University, or any University department, school, unit or organization must adhere to the POLICY ON USE OF UNIVERSITY FACILITIES FOR NON-UNIVERSITY EVENTS.

The LBC Quad cannot be reserved for any installations or demonstrations.

**BOGGS/ACADEMIC QUADS:**
Additional Dean’s approval is required to use this academic quad. A Campus Recreation Representative will notify the sponsoring organization or department once the necessary permission has been received.

**BROWN FIELD:**
Brown Quad is a synthetic turf field therefore the following items are strictly prohibited:
  stalking or digging
  cleats
  dogs.
  chewing gum

GLASER GARDENS AND BOCCE COURT:
  Dogs are not permitted on the premises.
  Glazier Gardens will be available for use or for reservation from Dawn to Dusk.
  Bocce equipment is available for check out with a valid student ID from the Wall Residential College front desk.
  36 garden plots measuring 3’ x 4’ are available for reservation and planting. For further details relative to the use of the garden plots e-mail juggling@tulane.edu

MCALISTER STAGE:
  The grass stage is 38’ x 48’
  Power is available but must be arranged in advance through Facilities Services

MCALISTER WAY:
  Reservations for this space must be made through the Lavin-Bernick Center for University Life at http://tulane.edu/studentaffairs/lbc/event_planning.cfm
  McAlister Way is a paved walkway that runs from Freret St. to Drill Rd.
  Additional approval from the Business School Dean and other academic units may be required for use of this space.
  Additional policies for use of this space can be found at http://tulane.edu/studentaffairs/lbc/policies.cfm

Student Programs  (504) 865-5141
Campus Recreation  (504) 314-2429
**Student Campus Mailbox Policy**

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*The most up to date version of this policy can always be found at:*

http://tulane.edu/universityservices/mail/studentmail.cfm

### STUDENT CAMPUS MAILBOX POLICIES

**Mailbox Assignments**

Campus mailboxes are available to *all students who reside in university housing*. Assignments are made by the Mail Services department. New students arriving in the Fall semester will be notified of their mailbox assignment by e-mail and regular US Mail the first week of August. Students who have not received a mailbox assignment by the end of the second week of August should contact Mail Services by e-mail at mailbox@tulane.edu

**Address format**

STUDENT NAME #MAILBOX NUMBER  
TULANE UNIVERSITY  
31 MCALISTER DRIVE  
NEW ORLEANS, LA 70118-5645

Please use the following format for all mail and packages sent to you at Tulane University. The last 3 lines of the address are all capitalized. **NO alpha characters** should appear with the four digit mailbox number, (i.e. “BOX”, “SLOT”, “MB”, “MR”, or “PO”)

Items addressed as PO BOX will be misrouted by the USPS to an alternate location in the city and will lead to delays in students receiving the item.

Tulane Mail Services can accept items from all major carriers, the mailbox is **NOT a PO Box** address.

**Boldly marking** the sides of all packages with the mailbox number will improve handling time once the item arrives at Tulane.

Mailboxes are only available to students who reside in university housing. If the student moves off campus for any reason, they will not be able to keep a campus mailbox.

Students cannot receive mail for any other names or company names even if it has the correct mailbox number. **Mailbox Keys**

All student mailbox holders are issued a mailbox key. Each school year students must check in at Mail Services to pickup their mailbox key.

*You must have your key in order to check your mail.*

Mail from the mailbox will not be handed over the counter.
Facilities and Properties

Lost Keys
If you have lost your key, you can purchase a replacement at the Mail Services service counter. The cost of replacements are $30 each. If you find your key within 5 working days you can get a full refund, by returning the replacement with your purchase receipt. (refunds will not be given without a receipt).

Damaged Keys
Keys that are damaged due to misuse can be replaced for a fee of $10.

End of year key returns
All mailbox keys must be returned at the end of the school year (May), or if you move off campus at any time during the school year. Students will be charged a non-refundable fee of $60 to their accounts receivable if their key is not returned by the posted deadline. This fee covers the costs associated with replacing the mailbox lock for security reasons. Students who will be living on campus during the summer session will be given an exception to this provided they register with Mail Services prior to the deadline.

Student Mail Delivery
Student letters and periodicals are delivered daily by the US Postal Service. This mail is sorted and placed into the mailboxes throughout the business day. All correctly addressed mail will be in the mailboxes by 4pm.

It is the boxholder’s responsibility to confirm that all entities corresponding to them by mail are using the correct address format. Your correct name and mailbox must appear on all items sent to you. First class mail incorrectly addressed will be subject to delay or returned to the sender for address correction.

Misboxed Mail and Misdelivered Packages
If you receive mail in your mailbox that was incorrectly slotted or a package that was erroneously released to you, please return it to Mail Services immediately. DO NOT OPEN IT. If it is after hours you can return the mail to the outgoing mail box located on the first floor in Bruff Commons.

Students are responsible for immediately returning to Mail Services any items (letters and packages) you receive in error or which are not addressed to you.

STUDENT PACKAGE INFORMATION

Package Delivery & Pickup
Tulane Mail Services accepts packages for students from all major carriers throughout the business day. All items must be sorted and logged into our internal tracking system before the package can be picked up. An e-mail notification will be sent to the student’s Tulane e-mail address informing them that a package is available for pickup at Mail Services in Bruff Commons on the first floor. To claim a package, bring your splash card (Tulane ID) to the Mail Services counter. Students will be required to sign for all packages.

Getting your Packages to your residence hall room
Hand trucks are available to Tulane students to borrow from Mail Services. In order to borrow a handtruck the student is required to leave an approved form of collateral to insure the prompt return of the equipment. The following are the ONLY approved forms of collateral:

- Splashcard (Tulane ID)
- Valid Driver’s License or State ID
- Cell Phone (If leaving a cell phone the student must also leave their name and mailbox number)

Hand trucks should be returned as soon as possible. Handtrucks not returned in a timely manner will be subject to a charge for the value of the equipment to the student’s accounts receivable.

**Damaged Packages**
Mail Services will make notation items that appear to be damaged as they are received from the carrier. If you discover additional internal damage or missing contents you must report this to the carrier. Mail Services can assist you if necessary, but all claims must be handled through the original shipper. You should not discard any packaging until the carrier tells you to do so, they may wish to inspect the item.

**Package Inquiry/Lost Package Tracers**
If there appears to be a problem with an expected delivery please have the carrier and tracking number information available before asking for assistance.

**Incorrect Address and Missing Box Number Items**
Items received with a missing or incorrect mailbox number will be subject to delays in processing. Properly addressed items will get first priority and incorrectly addressed items may not be ready until late in the day or the following day depending on volume.

**Unidentified Recipient Items**
Mail Services often receives items with an unknown name and no mailbox number, many times it is the name of a parent or person ordering merchandise for a student. Items received with an unknown recipient will be logged in based on the information on the package, these items will be held for 5 working days before being returned to the sender. To claim an item please have as much information as you can about an item, such as tracking number and name of sender.

**Emergency Package Pickup Authorization**
If for any reason you are unable to pick up a package due to illness or emergency, you can designate another student to pick up the item for you. Please send an e-mail to mailbox@tulane.edu with your name and mailbox number and the name of the person you are authorizing to pick up your item.

**STUDENT MAIL FORWARDING**

**Moving off campus, leave of absence or leaving the university**
If you leave Tulane or relocate to an off campus residence, it is your responsibility to inform Tulane Mail Services of your new address.

Please complete a Tulane Mail Services Mail Forwarding Form (you can request the form by sending an e-mail to mailbox@tulane.edu).

We will forward all USPS first class mail, packages and periodicals for a period of 3 months.
We cannot forward mail to an international address. Domestic addresses only. We cannot forward items sent by a private carrier (UPS, FedEx, etc.) These items will be returned to the sender. Be sure to inform all parties that send you mail of your new address as soon as possible. Be sure to update your address with all online retailers (Amazon, e-bay, etc) that you frequently use. You will also need to update your address with the Tulane Registrar’s Office via Gibson Online.

**Summer Forwarding**
Mail Services will forward mail during the summer for all students away from Tulane. Please complete the

**Forwarding/Box Renewal Form** with your summer forwarding information and future status. Summer forwarding begins about the third week in May and runs until the first week of August.

**Only USPS mail** will be forwarded. Items from private carriers will be returned to the sender. If your forwarding address is international your mail will be held during the summer and available when you return for the fall semester.

*University Mail Services, 865-5709*