



# Facility Rental & Use Policy

Facilities are **FREE** for **LSU AgCenter** official educational and professional activities.

**LSU and government** entity educational and professional activities:

Rates	Teaching Center	Teaching Center & House or Site (Exclusive Use)
<b>Weekdays</b>		
4 business hours (a.m. or p.m. only)	\$60	\$100
8:00 a.m. - 4:30 p.m.	\$100	\$200
4:30 p.m.- 8:30 p.m.	\$180	\$300
<b>Saturday</b> Base Price Varies based on user needs.	\$200 first 4 hours (\$75 each additional hr.)	\$400 first 4 hours (\$150 each additional hr.)

**Commercial and private** activities: <sup>1, 2, 3</sup>

Rates	Teaching Center	Teaching Center & House or Site (Exclusive Use)
<b>Weekday</b>		
4 business hours (a.m. or p.m. only)	\$120	\$200
8:30 a.m.-4:30 p.m.	\$200	\$400
4:30 p.m.- 8:30 p.m.	\$360	\$600
<b>Saturday</b> Base Price Varies based on user needs.	\$400 first 4 hours (\$150 each additional hr.)	\$800 first 4 hours (\$150 each additional hr.)

<sup>1</sup> LaHouse Diamond Key Partners and Contributors receive two free rentals/year.

<sup>2</sup> LaHouse Diamond, Platinum and Gold Key Contributors receive 50% discount on rentals.

<sup>3</sup> LaHouse Silver Key Contributors receive 20% discount on rentals.

**All events and activities must be approved by LaHouse officials and/or LSU AgCenter Administration.** LSU AgCenter reserves the right to limit use of facilities and site to events which it deems appropriate to support its mission.

LaHouse facilities are not generally available during, the day before and the day after LSU AgCenter holidays.

1. This fee table is provided for informational purposes. Prices shown are not all-inclusive and may vary depending on user's needs.
2. Exclusive use of house during M-F business hours requires minimum one month advance booking to allow public notice that the house will not be open to the public during the exclusive event time.
3. A \$150 refundable security deposit may be charged to commercial and private users and is due two weeks before the reservation. The deposit will be returned within 30 days following the event provided there is no damage to LaHouse property or cleaning services required.
4. Set-up costs will be determined based on labor at \$15/hour plus 10% administrative fee.
5. If user needs additional time for set-up or take-down, then an additional rental fee of \$30/hour may be charged.
6. Evening and Saturday use: Security and/or LaHouse personnel are required, as determined by LaHouse official. All security is provided by the LSU Police Department (Call 225.578.3231). The facility USER is responsible for scheduling and payment of security services. A confirmation of security must be sent to the LaHouse manager at least two weeks prior to an event.

## Definition of User Categories

1. **LSU AgCenter Activities:** Activities in which LSU AgCenter personnel make the reservation and are directly involved in the activity. Programs must have an educational or professional component.
2. **LSU and government entity educational and professional activities:** Activities conducted by and directly involving employees or official student organizations of any LSU campus or a federal or Louisiana government agency. Programs must have an educational or professional component to be considered in this category.
3. **Commercial and private activities:** Professional meetings, educational events, or closed (predetermined guest list) marketing events conducted by commercial or non-profit organizations; LaHouse approved, closed (guest list) non-professional social events of an organization or individual (regardless of affiliation).

## Related Costs and Fees

1. Cost of set-up and other operations to support activities will be computed by LaHouse using actual costs plus a 10% fee for supervision and administration. Other costs will be negotiated and included in the rental agreement. (Additional cleaning charges may be assessed, if necessary.)
  - a. Maintenance/custodial labor \$20.00/person/hour
  - b. Clerical/office staff \$20.00/person/hour
  - c. Information Technology (IT) AgCenter IT rate TBD
  - d. Coffee service fee \$10 per 10-cups brewed (large pot makes 50 cups)
2. USER is responsible to arrange security, if required by LaHouse, via the LSU Police Department (Call 225.578.3231). Fees and terms are determined by the LSU Police Department. LaHouse is not responsible for any security charges.
3. If weekday facility rental extends beyond business hours (Mon.-Fri. before 8:00 a.m. or after 4:30 p.m.), a facility host charge will be billed at \$25 for the first hour, and \$20 for each additional hour.

## Facilities Use Policy

1. User is responsible to ensure compliance with LSU AgCenter and LaHouse policies and procedures relative to operation of LaHouse.
2. To secure a reservation, payment equal to fifty percent (50%) of the rental fee and \$150 security deposit (if required) is due two weeks prior to event date. The remaining balance due must be paid in-full by the date of the event. Exceptions may be allowed for university Internal Transfers (ITs).
3. Completed reservation forms and set-up requirements must be received by LaHouse for a reservation to be confirmed. Failure to complete a reservation form or deposits may forfeit your event date/facility preference.
4. User assumes responsibility for security of facility, furnishings, equipment, supplies and site. This includes, but is not limited to, responsibility for all persons brought on the premises and theft of or damage to LSU AgCenter/LaHouse property. In addition, no furniture or equipment is to be removed from the property. Please make sure all doors are locked and host or security personnel are notified when leaving the facility.
5. The LaHouse facilities reserved must be left clean or clean-up fees will be assessed.
6. User is responsible to provide appropriate supervision of event activities and participants.
7. LaHouse is a non-smoking facility. No smoking is allowed in buildings or on porches, walkways or gardens.
8. Alcoholic beverages are prohibited without advance permission granted by LSU AgCenter Administration.
9. Catered events must utilize an LSU approved caterer (See list at [www.fas.lsu.edu/purchasing/catering.htm](http://www.fas.lsu.edu/purchasing/catering.htm))

**I, the undersigned, have read and understand the provisions of this agreement, as stated in LaHouse Facility Rental terms and Facilities Use Policy and will comply with these provisions. I understand that non-compliance with said provisions may exclude me and my organization from present or future use of LaHouse facilities.**

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_ Organization: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_