



# LaHouse Research and Education Center Facility Rental Agreement and Contract

Rates	Teaching Center (25 person max)	House (80 person max)	Entire Property (TC, House and Grounds)
<b>Weekday</b>			
<b>Half Day</b> (a.m. or p.m.)	\$120	-	\$300
<b>Full Day</b> 8 am-4:30 pm	\$200	\$300	\$450
<b>Evening</b> 5 pm-9 pm	\$175	\$300	\$500
<b>Weekend</b> Friday evening- Sunday	\$250 first 4 hrs. \$50 each additional hr.	\$400 first 4 hrs. \$50 each add. hr.	\$600 first 4 hrs. \$50 each add. hr.

This fee table is provided for informational purposes. **Prices shown are not all-inclusive and may vary depending on the user's needs.** \*\*Credit card payment will incur a 3.5% processing fee.\*\*

## Related Costs and Fees

- Other costs may be negotiated and included in the rental agreement:
  - Janitorial or maintenance labor - \$20/person/hour. Users must either request in advance and pay for clean-up and related costs or restore the facilities to their original condition themselves.
  - Clerical or office staff - \$20/person/hour.
  - Help with setting up and take down - \$15/person/hour
  - Coffee service fee - \$10 per 12-cups brewed
  - USER is responsible for arranging 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.
- If weekday facility rental extends beyond a full day (Mon.-Fri. before 8:00 a.m. or after 4:30 p.m.), a facility host charge will be billed at \$25 per hour.
- If a user needs additional time for set-up or take-down, then an additional rental fee of \$30/hour may be charged.

## Facilities Use Policy

- Users are responsible for ensuring compliance with LSU AgCenter and LaHouse policies and procedures.
- To **request** a reservation, a completed Facility Rental Request form must be completed.
- To **secure** a reservation, payment equal to fifty percent (50%) is required. Reservations will be held for three days after verbal confirmation, after which the deposit payment will need

to be received to hold the reservation. The remaining balance due must be paid in full by the date of the event. Exceptions may be allowed for university Internal Transfers (ITs). Failure to submit Facility Rental request form or payment 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.
5. The LaHouse facilities reserved must be left clean or clean-up fees will be assessed.
6. Users are responsible for providing appropriate supervision of event activities and participants.
7. LaHouse is a non-smoking facility. No smoking or vaping is allowed in buildings or on porches, walkways, or gardens.
8. Alcoholic beverages are prohibited without advanced permission granted by LSU AgCenter Administration.
9. Pets are not allowed unless they are a registered service animal through the federal government.

**Our Contact Information:**

LaHouse Research and Education Center  
3622 Gourrier Ave.  
Baton Rouge, LA 70820  
(225) 578-7913  
Celeste Robin, Program Manager

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I, the undersigned, hereby agree to adhere to all the rules and regulations set forth by LaHouse Education and Research Center. I understand and accept the responsibility to pay all fees as agreed upon in this contract, including any additional fees assessed for cleanup as needed.

Rental Fee: \$ \_\_\_\_\_  
Extra Services: \$ \_\_\_\_\_  
Total Amount: \$ \_\_\_\_\_  
Deposit Given: \$ \_\_\_\_\_  
Date: \_\_\_ / \_\_\_ / \_\_\_\_\_

**Signatures**

**Client:** (Print) \_\_\_\_\_

Signature: \_\_\_\_\_

**LaHouse Representative:** \_\_\_\_\_