

**JOHN M. PARKER COMPLEX
RESERVATION FORM**

Please contact the Livestock Show Office for Reservation cost for facility.
Contact can be made by calling (225) 578-2255 or via email to lso@agcenter.lsu.edu

Name of Organization: _____

Organization Contact: _____

Billing Address: _____

City: _____ **State:** _____ **Zip:** _____

Phone: _____ **Fax:** _____

Email address: _____

We would like to reserve the following:

Select	Building	Start Date:	End Date:	Start Time:	End Time:
<input type="checkbox"/>	4-H Mini Farm				
<input type="checkbox"/>	Nelson Memorial				
<input type="checkbox"/>	Coliseum				
<input type="checkbox"/>	Livestock Exhibit Bldg.				
<input type="checkbox"/>	John S. Sullivan Room				

Indicate Method of Payment:

_____ Budget Code # _____ Name of Department: _____

_____ Check _____ Cash

* After 4:00 p.m. on weekdays and on Saturdays & Sundays, a facility attendant may be required. This requirement will be at the discretion of the LSU AgCenter. We will provide you an attendant who will be available to assist you with facility problems and secure building at the end of your event at actual costs per hour.

* Security is mandatory for all weekend and evening activities held at the Livestock Show Office facility. Security will need to be arranged by the USER with the LSU Police Department. Confirmation of security will need to be sent to the Livestock Show Office within two weeks of event date. Payment for security will not be the responsibility of the livestock Show office or AgCenter.

Completion of this reservation form does not guarantee availability of facility requested. Confirmation of your reservation will be sent to you by the Livestock Show Office once approved. For detailed events a formal contract may be required for rental purposes.

I have read the Livestock Show Office policies and agree to follow the policies for the duration of my event

Authorized Representative of Organization/Department

Date

Reservation Confirmation: *(Confirmation of your above reservation has been approved by signature below)*

Representative of the Livestock Show Office

Date

**JOHN M. PARKER COMPLEX
RESERVATION RENTAL POLICIES**

1. Ensure compliance with LSU AgCenter and Livestock Show Office Policies and procedures relative to operation of the facilities.
2. If weekday activity, keys to facility must be picked up at the Livestock Show Office between 8:00 a.m. and 3:30 p.m. Keys for weekend activities must be picked up by 3:30 p.m. on Friday and returned by 8:30 a.m. on the following Monday. Keys may be returned to the Office during normal working hours or dropped off in the Key Box located outside the barn-side Livestock Show Office door. A fee of \$100 will be charged for all non-returned keys. A key is considered unreturned after three business days.
3. The contact person shall furnish the Livestock Show Office with an illustrated detail setup for the building with their reservation request. The setup can be changed until 10 working days prior to the event. A copy of the schedule of activities for the event must accompany setup.
4. Assume responsibility for security, facility and equipment. This includes, but is not limited to, responsibility for all persons brought on premises and theft of or damage to LSU AgCenter facility/furniture/equipment. In addition, no tables or chairs are to be removed from any facility. Please make sure all doors are locked when leaving a facility.
5. Facility will be left clean or a cleanup fee will be assessed.
6. Alcohol use during events held at the Livestock Show Office must follow LSU campus and AgCenter alcohol policies. An alcohol policy form must be completed by renter for AgCenter records. **Any event with alcohol must have prior written approval from the LSU Vice President of Agriculture.**
7. If cancellation of event occurs, the Livestock Show Office must be notified at least 72 hours prior, or a charge of half of the rental fee will be billed.
8. Provide appropriate supervision of event activities and participants.
9. Maintain a 30 foot fire lane around building.
10. No extension cords can be run outside the barn or in alleyways.
11. Notify the Livestock Show Office immediately of injuries or accidents and provide a written report within 72 hours of occurrence.
12. Usage of the John M. Parker facilities is subject to the approval of the LSU AgCenter. Reservations should not be considered confirmed until an approval signature has been returned to the sponsoring group/individual. The University reserves the right to substitute space assigned when circumstances necessitate.
13. Charges will be assessed at the end of an event to ensure that there are no additional charges for cleanup or damages. **A deposit in the amount of half of the rental fee is required of all outside organizations using the Livestock Show Facilities.** The deposit is non-refundable if the program is canceled.
14. General Liability Insurance Certificate from an insurance agent or agents in the amount not less than \$1,000,000 combined single limit per occurrence for bodily injury, personal injury and property damage must be presented to the AgCenter at least ten (10) days before the scheduled event. The cost of the insurance shall be borne by the USER. Certificate of Insurance should name **Louisiana State University Board of Supervisors** as co-insured. *For more details on insurance needs, see Rules and Rental Fees, page 6.*
15. No tape, nails, tacks, etc. of any kind may be used on the walls of the 4-H Mini Farm.

I have read and agree to the above reservation policies.

Authorized Representative of Organization/Department

Name (print): _____

Please return completed form to the Livestock Show Office or email completed form to lso@agcenter.lsu.edu

**JOHN M. PARKER COMPLEX
RESERVATION NEEDS**

Meeting Needs:

Chairs: Number Needed _____

Tables: Number Needed _____

Setup Requirements: *Please include drawing of setup on facility floor layout.*

_____ Classroom Setting: Number of People _____

_____ Conference Setting: Number of People _____

_____ Banquet Setting: Number of People _____

_____ Reception Setting: Number of People _____

Coffee: (\$20.00 fee for each pot)

_____ **Number** of pots, Time you would like prepared _____

AV Needs:

_____ Screen (Mini Farm Only) _____ Sound System

_____ Podium

Livestock Show Needs:

Sound System _____

Stalls/Number Needed _____

Cattle ties/Number Needed _____

Poultry Coops/Number & type needed: Standard _____ Bantam _____

Pen Spaces/Number Needed (goats, sheep, hogs) _____

Shavings/number of bags needed (including arena area & pens) _____

Vendor Space (list type of vendor sales, i.e. – trailers, tack, jewelry) _____

Maintenance/custodial labor _____

Clerical labor _____

Please include any additional needs to conduct event (i.e. – WW panels, sales arena, roping chutes, etc.)

NOTES: