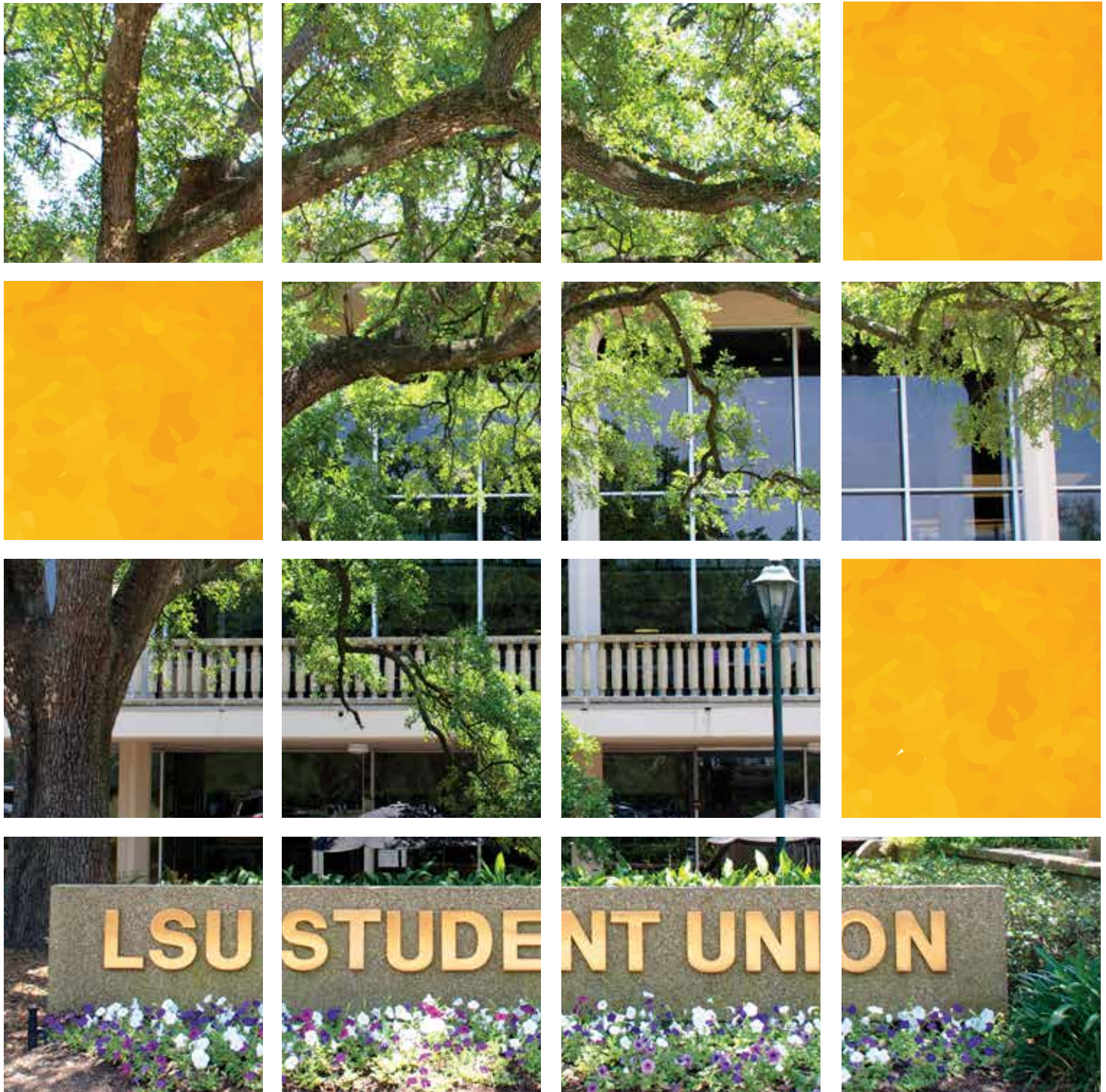


# LSU STUDENT UNION

## Reservation Guidelines



Revised August 2017

LSU Auxiliary Services is responsible for the reservation meeting and event space in and around the LSU Student Union. This document outlines the basic reservation policy and procedures; however, additional policies may apply for specific events. Please contact or visit our Event Management Office to discuss individual program or event needs.

## General Conditions

### 1. Reservations

- a. Deadline for reservations and cancellations is 9:00 a.m. of the business day preceding the event.
- b. If a reservation is subject to approval, confirmation of such approval, as well as the reservation request, must be received by 9:00 a.m. two business days prior to the event.
- c. Event Management will make best efforts to accommodate last minute changes and additions, but cannot guarantee last minute accommodations.
- d. The Event Management Office reserves the right to relocate a meeting or an event to any appropriate meeting facility at any time.
- e. Deadline for cancellation is 9:00 a.m. two business days preceding the event and may result in charges. Please refer to Cancellation Policy for details.
- f. Repeated last minute cancellations or no-shows may result in loss of the privilege to reserve space in the future.
- g. Meeting rooms will be available approximately 15 minutes before scheduled event start time unless otherwise requested.
- h. Groups are responsible for leaving the room in the same condition as when the meeting started. If furnishing and/or equipment is damaged, charges may be incurred.
- i. Misrepresenting and misusing the space may result in loss of the privilege to reserve space with the LSU Student Union.
- j. Availability of space can be checked over the phone at (225) 578-5666.
- k. In order to reserve a space in the LSU Student Union, Event Management requires the completion of an Online Reservation Form which can be found at [www.as.lsu.edu](http://www.as.lsu.edu).

### 2. Rates

- a. Category A: Registered Student Organizations
  - i. Free Event: There is no charge for event space, equipment usage or professional staff when an event is sponsored by a registered student organization and intended primarily for an LSU student audience.
  - ii. Paid Admission Event: If the event is defined as a paid event, as outlined below, registered student organizations will be charged the discounted flat rate, in accordance with the current rate sheet, that covers the use of the facility, equipment and technicians if necessary. Paid admission events are defined as events where:
    1. Admission, registration or participation fees are charged in advance or at the event or through the LSU Student Union Box Office or other ticketing method.
    2. Individual monetary donations are requested or accepted at the event.
    3. Goods or services are offered for sale or advertised directly or indirectly at the event.
    4. A commercial entity is paying for and/or promoting the event.
    5. Event is primarily for the benefit of participants outside the university, including commercial entities.
- b. Category B: University Departments/Divisions
  - i. Free Event: There is no charge for event space when a registered university department or division sponsors an event. Charges for equipment or personnel will be applied if required.
  - ii. Paid Admission Event: If the event is defined as a paid event, as outlined below, university departments/divisions will be charged the discounted flat rate, in accordance with the current rate sheet, that covers the use of the facility. There may be additional charges for equipment or personnel if required. Paid admission events are defined as events where:

1. Admission, registration or participation fees are charged in advance or at the event or through the LSU Student Union Box Office or other ticketing method.
  2. Individual monetary donations are requested or accepted at the event.
  3. Goods or services are offered for sale or advertised directly or indirectly at the event.
  4. A commercial entity is paying for and/or promoting the event.
  5. Event is primarily for the benefit of participants outside the university, including commercial entities.
- iii. Payment for university departments/divisions must be made through campus internal transfers.
- c. Category C: University Sponsored Groups
- i. Events hosted by a university department for an off-campus entity constitute a University Sponsored Event.
  - ii. Events sponsored by a university department/division are charged at a discounted flat rate, in accordance with the current rate sheet, that covers use of the facility. There may be additional charges for equipment or personnel if required.
  - iii. Payment for university-sponsored groups must be made through campus internal transfers. Sponsoring departments must then settle with off-campus group.
- d. Category D: Off-Campus Groups
- i. All off-campus groups will be required to complete the Facility Use Agreement prior to a confirmation of the reservation
  - ii. All off-campus entities looking to speak and/or present within our facilities must be sponsored by a registered LSU Student Organization or LSU Department.
  - iii. Off-campus groups are charged a flat rate in accordance with the current rate sheet. There may be additional charges for equipment or personnel if required.

### **3. Billing Policy**

- a. Category A: Registered Student Organizations
- i. For any events designated as paid events, the organization must provide a billing address before space can be confirmed.
  - ii. Bills will be mailed to the organization following their event.
- b. Category B and C: University and Sponsored Events
- i. For any events, the departments/ divisions must provide a budget code at the time of reservation. The event cannot be confirmed until a budget code is provided, regardless of charges.
  - ii. If events are booked as a recurring series, a semesterly bill for the series will be sent to the department upon completion of events.
- c. Category D: Off-Campus Groups
- i. All off-campus groups must first receive approval from Finance and Administrative Services prior to booking an event.
  - ii. Off-Campus Groups must pay a deposit per Facility Use Agreement prior to the event.

### **4. Cancellation Policy**

- a. Student Organizations: An organization wishing to cancel a confirmed space reservation must notify Event Management in writing no later than 9:00 a.m. two business days prior to the scheduled event. Student groups who fail to cancel their reservation or do not do so on time will be subject to cancellation penalties. Infractions for a student organization are tabulated per semester.
- i. First infraction—written warning issued by Event Management to the student organization and advisor.
  - ii. Second infraction—cancellation fee outlined on the Room Usage Rate for Registered Student Organizations Paid Admission rate sheet per space and any applicable charges will be levied.



- iii. Groups who are continuous no-shows will have their reservation privileges reviewed and potentially revoked.
- b. University Groups: Cancellations must be made in writing no later than 9:00 a.m. two business days prior to the scheduled event. University groups who fail to cancel within the specified timeframe will be subject to cancellation penalties, in accordance with their respective rate sheet. Cancellations for departmental events are calculated utilizing the fiscal year calendar.
  - i. First infraction—written warning issued by Event Management to the University department. Any applicable fees for equipment or technicians will still apply.
  - ii. Second infraction—cancellation fee outlined on the respective rate sheet per space and any applicable charges will be levied.
  - iii. Failure to show at least 30 minutes after a reserved start time will be deemed a no-show. A no-show is the equivalent of a late cancellation for the purposes of cancellation penalties.
- c. Off-Campus Groups: Cancellations must be made in writing no later than 9:00 a.m. two business days prior to the scheduled event. Off-Campus groups who fail to cancel within the specified timeframe will be subject to cancellation penalties, in accordance with their respective rate sheet. This will result in the forfeiture of any advanced payments. In addition, group will be billed for any estimated outstanding charges at the time of cancellation.

## **5. Decorations**

- a. Banners, signs, decorations or signage should not be taped, tacked, glued, painted or otherwise affixed to walls, windows, doors, floors, columns, or hung from light fixtures or ceilings. Groups desiring to affix or hang decorations should consult with Event Management staff.
- b. Open flames are prohibited inside the building, on Live Oak Terrace, and all patios.
- c. Glitter and confetti is prohibited inside and outside of the LSU Student Union.
- d. Helium balloons are prohibited inside the LSU Student Union.
- e. No chalk, paint or any other material should be used to write on sidewalks.

## **6. Food ([www.lsudining.com](http://www.lsudining.com))**

- a. University Policy requires that all food/beverages served inside the LSU Student Union be catered through LSU Catering.
- b. Noncompliance with this policy may result in a loss of privilege to reserve space with the LSU Student Union.
- c. Purchasing food or catered meals does not entitle the client to a waiver of rental fees for room space.

## **7. Media Services**

- a. Deadline for requests for media services equipment or support is 9:00 a.m. of the business day preceding the event.
- b. The Union staff reserves the right to determine if sound amplification levels are disturbing other groups at all times.
- c. All audio/visual media in the LSU Student Union will be operated by authorized staff only.
- d. Charges for media technicians will apply to university departments and off-campus groups.
- e. Clients are allowed to bring in outside media equipment with the prior approval of LSU Student Union Event Management.
- f. For questions about media capabilities, please contact Media Services at (225)578-2021.

## **8. Furnishings**

- a. Deadline for requests for additional furnishings/ equipment is 9:00 a.m. of the business day preceding the event. Requests must be emailed to Event Management ([unionem@lsu.edu](mailto:unionem@lsu.edu)).

## **9. Corporate Tables**

- a. There is a \$100 charge for all corporate table reservations in and around the LSU Student Union.

- That charge includes one six-foot or eight-foot table placed in a designated location.
- b. Charge for corporate tables will also apply in the cases where events held in the LSU Student Union charge fees for vendor participation in those events, regardless of whether the table is provided by the LSU Student Union.

## 10. Limit on Reservations

- a. Should a group seek to reserve space for more than two meetings or events per week, the requests may require additional approval by Event Management.
- b. Although series requests are accepted to facilitate planning, the consistent use of a particular space cannot be guaranteed.

## 11. Approvals

- a. Via TigerLink, Campus Life or Greek Life must approve all requests for table sits or events from registered student organizations or Greek organizations

## 12. Specific Space Guidelines

- a. Union Plaza/Free Speech Circle
  - i. Space in Union Plaza/ Free Speech Circle can be reserved from 9:00 a.m.-4:00 p.m., Monday-Friday. Any exceptions to these days and times requires approval by the Assistant Vice President of Auxiliary Services.
  - ii. In case of inclement weather, there are three (3) spots available inside the LSU Student Union available on a first-come basis on the day of the scheduled and approved table sit.
  - iii. In order to move inside the LSU Student Union, the group must contact and receive approval from Event Management.
  - iv. LSU Catering items, pre-wrapped candy and/or unopened Coca-Cola branded products (Dasani water, Powerade, etc.) may be distributed in the Free Speech area. No other product sampling or distribution is permitted.
  - v. Groups cannot approach pedestrians. Pedestrians walking through the Union Plaza can approach a group.
  - vi. Off-campus housing entities are not allowed to reserve space in the Union Plaza or on another outside area reserved by Event Management. This includes off-campus apartment complexes.
  - vii. The Union Plaza may not be used for display of literature racks or drop off publications.
  - viii. The LSU Student Union will supply one (1) table per reservation in Union Plaza. No tables are provided for Free Speech Circle.
  - ix. Animals are prohibited at Free Speech Alley table sits, but may be permitted in Free Speech Circle, the Parade Grounds and other exterior spaces on a cases by case basis.
- b. Northwest Plaza
  - i. In order to prepare for inclement weather, groups should also reserve a rain location inside the LSU Student Union at the time of your reservation.
  - ii. LSU Catering items, pre-wrapped candy and/or unopened Coca-Cola branded products may be passed out. No other product sampling or distribution is permitted.
  - iii. Groups cannot approach pedestrians. Pedestrians walking through the Northwest Plaza can approach a group.
  - iv. Off-campus housing entities are not allowed to reserve space in the Alley or on another outside area reserved by Event Management. This includes off-campus apartment complexes.
  - v. Space for pedestrian traffic flow through and around the Circle/NW green space must be maintained.
  - vi. The Northwest Plaza may not be used for display of literature racks or drop off publications.
  - vii. No tents or props with stakes that penetrate the surface of the Northwest Plaza are

permitted.

viii. Inflatable equipment is prohibited.

ix. Taping or adhering of any items on the perimeter wall of the area is strictly prohibited.

c. Parade Ground

i. The Parade Ground may be divided into three sections: North, South and East.

ii. In order to prepare for inclement weather, groups should also reserve a rain location inside the LSU Student Union at the time of your reservation.

iii. If food is being served, the group must use a university approved food vendor. Approved vendors can be found at:

<http://www.lsu.edu/administration/ofa/procurement/a-z-policies-procedures/catering.php>

iv. In the event that the building is used as a rain location, all food and beverages served inside the building must be provided by LSU Catering.

v. Electrical hookups, tables, and chairs for the Parade Grounds can be requested through LSU Facility Services Work Control (225-578-3186).

vi. For all groups, additional approvals may be necessary depending on the nature of the event. LSU Facility Services has final discretion regarding the suitability of the Parade Ground for the event.

vii. Any tents, canopies, or other structures must be secured via a method that does not penetrate the surface of the ground. Acceptable methods include sand bags, water filled barrels, counterweights, etc., but digging or driving of stakes into the ground is strictly prohibited.

viii. The presence of animals on the Parade Ground, in an area in association with a particular event, may be permitted on a case by case basis.

d. Magnolia Room

i. The primary function of the Magnolia Room is to provide an area for food service that reflects an atmosphere of quality dining consistent with the expectations and desires of the students, faculty, staff and guests.

ii. During fall and spring semesters, the Magnolia Room is reserved from 9:00 a.m. – 4:00 p.m. Monday through Friday.

iii. Events may be scheduled after 5:00 p.m.

iv. The restaurant style set-up in the Magnolia Room is fixed seating and cannot be moved.

v. Audio/visual equipment, provided by the client or by LSU Union Media Services, may be set up in the Magnolia Room.

e. Live Oak Stage

i. All groups must have prior approval from the Assistant Vice President of Auxiliary Services to host events on the War Memorial or in the Oak Grove

ii. Student organizations must have event approval from Campus Life or Greek Life prior to seeking approval from the Executive Director.

iii. Screens in the Live Oak Lounge may be reserved.

iv. Public seating in the Live Oak Lounge may not be reserved or restricted.

v. Seating in the Live Oak Lounge is fixed. Only minor adjustments may be made on a case-by-case basis.

f. Live Oak Terrace/Patios

i. The Live Oak Terrace and all patios can be reserved during normal building hours.

ii. The Assistant Vice President of Auxiliary Services must approve events scheduled during the week.

iii. Student organizations must have event approval from Campus Life or Greek Life prior to seeking approval from the Executive Director.

iv. Audio/visual equipment, provided by the client or by LSU Union Media Services, may be set up on the Live Oak Terrace.

v. Picnic benches and all other furnishings on the Live Oak Terrace and patios cannot be

removed from the area. They may be moved, but not removed.

g. Capital Chamber

- i. Weekly Student Senate meetings have first priority in the Capital Chamber.
- ii. Due to electrical outlets on the conference desks, the LSU Student Union strongly discourages the presence of food or beverages in the fixed seating area of the Capital Chamber.
- iii. The gallery in the Capital Chamber can be used as a reception area or for additional seating.

h. Barnes & Noble Bookstore Event Room

- i. The Bookstore Event Room may be reserved through the LSU Student Union Event Management Office.
- ii. The Bookstore management has the right to approve events held in the Bookstore Event Room at their own discretion.
- iii. The Barnes and Noble Café or LSU Catering can provide service in the Bookstore Event Room.
- iv. The Bookstore Event Room is arranged with lecture style seating for 80 people. Changes to set-up are limited and require approval from Event Management Office.
- v. The Bookstore supplies a 70" monitor and self-amplified podium/lectern. Users of the room are to provide their own HDMI/computer cables for any hardware used in the room.

i. Barnes & Noble Bookstore Plaza

- i. In order to prepare for inclement weather, groups should also reserve a rain location at the time of your reservation.
- ii. LSU Catering or Barnes and Noble Café items, pre-wrapped candy and/or unopened Coca-Cola branded products may be passed out. No other product sampling or distribution is permitted.
- iii. Groups cannot approach pedestrians. Pedestrians walking through the Bookstore Plaza can approach a group.
- iv. Off-campus housing entities are not allowed to reserve space in the Bookstore Plaza or on another outside area reserved by Event Management. This includes off-campus apartment complexes.
- v. Space for pedestrian traffic flow through and around the Bookstore Plaza green space must be maintained.
- vi. The Bookstore Plaza may not be used for display of literature racks or drop off publications.
- vii. No tents or props with stakes that penetrate the surface of the Bookstore Plaza are permitted.
- viii. Inflatable equipment is prohibited.
- ix. Taping or adhering of any items on the perimeter wall of the area is strictly prohibited.

j. Lobbies

- i. The Assistant Vice President of Auxiliary Services must approve events scheduled in lobby spaces.
- ii. Student organizations must have event approval from Campus Life or Greek Life prior to seeking approval from the Executive Director.
- iii. Public seating in the lobbies may not be reserved or restricted.
- iv. Seating in the lobbies is fixed. Only minor adjustments may be made on a case-by-case basis.

k. Tiger Lair

- i. Space cannot be reserved on home game days.
- ii. The Assistant Vice President of Auxiliary Services must approve events scheduled in the Tiger Lair.
- iii. Student organizations must have event approval from Campus Life or Greek Life prior to seeking approval from the Executive Director.
- iv. Public seating in the Tiger Lair may not be reserved or restricted.

- v. Seating in the Tiger Lair is fixed. Only minor adjustments may be made on a case-by-case basis.
- I. War Memorial and Oak Grove
  - i. Military groups must seek approval from Finance and Administrative Services in order to hold an event on the War Memorial or in the Oak Grove.
  - ii. Other requests for reservations will be approved on a case-by-case basis by Finance and Administrative Services.
  - ii. The LSU Student Union has an American flag and a Louisiana state flag that may be used for military events at the War Memorial and the Oak Grove upon request.
- m. Study Groups
  - i. All groups must have prior approval from the Assistant Vice President of Auxiliary Services to host events on the War Memorial or in the Oak Grove
  - ii. Rooms are available for reservation by current LSU students only.
  - iii. In order to reserve a space to study, there must be a minimum of five (5) students attending.
  - iv. Students may purchase food from locations on campus and bring into the conference rooms.
  - v. Study Groups may purchase food from on-campus locations or have LSU Dining cater their study session.
  - vi. Conference tables and chairs in the conference rooms cannot be moved and must stay in room.
  - . Any group not adhering to these guidelines may lose their privilege to reserve space with the LSU Student Union.
- n. Late Night Events
  - i. A planning meeting with LSU Auxiliary Services staff is required
  - ii. The deadline to request a reservation before or after published building hours is ten (10) business days in advance. Approval from the Assistant Vice President of LSU Auxiliary Services is required before usage will be confirmed.
  - iii. LSU Police Department presence may be required for late night events.
  - iv. Student Organization Paid Events, university departments and off-campus groups incur charges for late night events.
- o. The Club At LSU Union Square
  - i. LSU Dining is responsible for the reservations of events at The Club at LSU Union Square. Please contact Please contact them at 225-2356 or via email at [cateringadmin@lsu.edu](mailto:cateringadmin@lsu.edu) for availability and pricing.
  - iii. Additional polices for Club events can be found at [lsudining.com](http://lsudining.com).





