LSU STUDENT UNION THEATER & RECEPTION ROOM

Reservation Guidelines

Updated December 2016
The primary objective of the LSU Student Union Theater is to serve the members of the LSU community including students, faculty, staff, alumni and non-university groups.

This document outlines basic Theater and Reception Room reservation policies. Additional policies for specific events may also apply. Please contact or visit the LSU Student Union Theater Office to discuss individual program needs.

General Conditions

1. General Rules
   a. No food or beverage inside the theater or backstage, with the exception of water.
   b. No alcohol is allowed.
   c. We cannot guarantee the security of personal possessions.
   d. Please clear theater of all possessions following agreed rental time. Anything left will be disposed of.
   e. Cleaning fees may be charged to client if excessive waste is left in theater, backstage, dressing rooms or reception room.
   f. Guests may not obstruct aisles of theater. Strollers, baby carriers, walkers, etc. can be left at coat check, near box office.
   g. Chairs cannot be removed from dressing rooms.
   h. Repair fees may be charged to client if damage is found to any LSU Student Union Theater property.
   i. Noise makers, flags, banners, poles and weapons are prohibited.
   j. Minimum rental period is a 3 hour period to set up, seat the audience, run the program, egress the audience, and strike the set up. Estimated program length for 3hr rental is 30-45 min.
   k. Candles, incense or other flammable items may not be burned at any time. No open flames in theater facility at any time.

2. Reservation Process
   a. Registered Student Organizations, Departmental and University Sponsored Events
      i. Submit request through online event form.
      ii. If date is available, main contact will receive estimate of costs to review and a tentative reservation will be made.
      iii. Estimate must be signed and returned to Theater Manager.
      iv. For registered Student Organizations, event must be submitted and approved in TigerLink.
      v. Once steps above are complete, the reservation will be confirmed.
      vi. Once your reservation has been confirmed, there will be a required pre-production meeting with the LSU Student Union Technical staff prior to the rehearsal/show date. For a list of what will be asked during this meeting, please contact the LSU Student Union Theater Manager.
   b. Off-Campus Groups
      i. Submit request through online event form or contact Theater Manager to discuss event needs.
      ii. If date is available, main contact will receive estimate of costs to review and a tentative reservation will be made.
      iii. With client confirmation to move forward, a contract will be created.
      iv. Contract must be signed, insurance coverage must be submitted and the deposit must be given by contracted date.
      v. Once step iv. is completed, all documents will be sent to Finance and Administrative Services for approval.
      vi. Once all documents have been approved, event will be confirmed.
vii. Once your reservation has been confirmed, there will be a required pre-production meeting with the LSU Student Union Technical staff prior to the rehearsal/show date. For a list of what will be asked during this meeting, please contact the LSU Student Union Theater Manager.

3. Rates

Rates will be determined by category and classification of event. See below for more information.

a. Client Categories
   i. Category A: Registered Student Organizations
   ii. Category B: University Departments/Divisions
   iii. Category C: University Sponsored Groups
      1. Events hosted by a university department for an off-campus entity constitute a University Sponsored Event.
   iv. Category D: Off-campus Groups
      1. Finance and Administrative Services must approve all off-campus groups wishing to host an event prior to that group booking event space.
      2. 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.

b. Event Classifications –
   i. Free event – Any event that is free of charge for the attendees
   ii. Paid event – Any event that is ticketed or not ticketed where guests are paying to attend.
      1. Admission, registration or participation fees are charged in advance or at the event or through the LSU Student Union Box office.
      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. Grant funds/donations are used to cover all or part of the expenses for an event.
      5. A commercial entity is paying for and/or promoting the event.
      6. Event is primarily for the benefit of participants outside the university, including commercial entities.
   iii. Standard event – Events with minimal technical set up
      1. Conference
      2. Commencement
      3. Meeting
      4. Movie Screening
   iv. Major event – Events with major technical set up
      1. Concert
      2. Dance show
      3. Talent show
      4. Variety show

4. Settlement Process

a. Settlements are created after event. Once settlement has been approved, it may be sent to client to view. For any questions, please contact Theater Manager.

b. Payment may be made via internal transfer (for on campus groups only), cashier’s check, money order or credit card. No personal checks are accepted.

c. Payment for university-sponsored groups must be made through campus internal transfers. Sponsoring departments must then settle with off-campus group.

5. Billing Policy

a. Category A: Registered Student Organizations
For any events designated as paid events, the organization must provide a billing address before space can be confirmed.

Bills will be mailed to the organization following their event.

Category B and C: University Departments and Sponsored Events

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.

Category D: Off-Campus Groups

All off-campus groups must first receive approval from Finance and Administrative Services prior to booking an event.

Off-Campus Groups must pay a deposit with execution of Facility Use Agreement and final payment prior to the event.

6. Cancellation Policy

a. Cancellation must be submitted in writing no later than 48 hours prior to the event.

b. For off-campus clients, if cancellation occurs outside of the contracted deadline, deposit may be forfeited.

7. Event Ticketing

a. All event ticketing must be handled by LSU Student Union Theater Box Office ticketing system. Third party ticket systems are not allowed to be used.

i. Any patron using a third party ticket; Eventbrite, Songkick, Ticketmaster, etc, will not be allowed entry.

b. Tickets may be sold at Theater Box Office, online and over the phone.

c. All ticketed events will be subject to box office fees. These fees will be listed in event estimate following event form submission.

d. For more information on the Student Union Theater Box Office, please visit Theater website - http://as.lsu.edu/union-theater/box-office-services

8. Staff

a. Depending on the needs of the event, rental of the LSU Student Union Theater typically includes a lighting technician, sound technician, front of house crew and back of house crew.

b. If you have volunteers working the event, they will need to meet with our front of house staff during the pre-show meeting 30 minutes prior to doors opening.

c. If you require more staffing/security than what is provided, you may need to outsource additional staffing. If additional security is scheduled, the Theater Manager must be informed prior to show date.

d. Stage crew must be allowed a 15 minute break every 2.5 hours during rehearsal and show times.

e. Stage crew must be allowed a 30 minute meal break every 5 hours during rehearsal and show times.

f. All crew must be given a 9 hour time frame between evening clock out and morning clock in, to allow for travel and sleep time in between calls.

9. Decorations

a. Banners, signs, decorations or signage should be discussed with Theater Manager prior to event. Client is responsible for removing anything that was displayed immediately following event.

b. Open flames are prohibited inside the Student Union.

c. Glitter and confetti are prohibited inside the LSU Student Union.

d. Helium balloons are prohibited inside the LSU Student Union.

e. Candles, incense and firearms not permitted.

f. Smoke machines must be approved by Theater tech staff.

g. Waterfalls, fountains or pools are not allowed.
10. **Food (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.
   d. Food may be served in the Theater dressing rooms, lobbies or the Shirley Plakidas Reception Room.

11. **Lighting and Sound**
   a. Lighting - The LSU Student Union Theater standard house lighting plot will provide a two color front of house wash (warm and cool), an LED stage wash with full color changing capabilities, up to six front of house specials, up to 9 on stage specials, 3 high side stage washes (warm, cool, and gobo), and an LED cyclorama wash with full color changing capabilities. In addition, we have 9 movers with effect capabilities which can be used in a variety of ways, should programming time be permitted.
   b. Sound – The LSU Student Union Theater is able to provide music playback via Qlab, 6 on stage overhead monitors, up to 8 wireless microphones, and up to 8 corded microphones. Additional requests may be discussed during technical meeting.
   c. All technical requests should be submitted through the formal request form. If unknown at that time, they must be submitted no later than one week prior to the event. Anything requested after this time, may not be possible to accommodate.
   d. If extensive programming or work time is required for these requests, the client may be billed additionally. The lighting technician will advise you on this upon review of lighting requests.
   e. Please note that the lighting technician works to program all lighting during rehearsal. This may cause the lighting to look dim or incomplete. Please wait until the number is finished to ask questions, through the stage manager, regarding lighting. Entering the lighting booth during rehearsal is prohibited.
   f. All show music must be on audio CD’s, labeled by the track or program name and in chronological order based on your show.
      i. Example:
         1. CD1: Pre-show/House warming music – 15 tracks, looped
         2. CD2: Act 1 music – Track 1-15 = Programs 1-15
         3. CD3: Act 2 music - Track 1-15 = Programs 16-30
   g. If the event technical needs are not met by what the theater has in house, additional equipment and staff may be outsourced through a third party company. This is determined during technical meeting and is run through the Theater office. Billing for additional services will be seen in the settlement post event.
   h. Equipment rented by the theater specifically to fulfill technical requirements beyond the limits of the theater’s inventory and consumable supplies and materials like dry ice, fog juice, colored lighting gels will be billed to the student organization.
   i. The sound board will not be moved from the sound platform under any circumstances.

12. **Rehearsal**
   a. Run through of entire show during rehearsal is ideal, if possible.
   b. Please arrive roughly 30 minutes before your rehearsal begins, with the following (if using for show):
      i. Media (music, video, slideshow)
      ii. Detailed rehearsal schedule
      iii. Program order
iv. Script
   v. Please contact LSU Student Union Theater for templates of rehearsal schedule, script
      and/or program order.

   c. Theater will only be available at contracted time. If clients arrive before contracted time, staff ill not
      be present or ready for the event. If additional time is needed, please discuss during technical
      meeting.

   d. The Student Union Theater will provide a stage manager for most rehearsal and show
      days. PLEASE have ALL technical communication go through the stage manager. They will relay
      your questions, comments and concerns to the tech crew.

13. Dressing Rooms
   a. Dressing rooms and restrooms are available to you on rehearsal days as well as show days.
   b. There are 9 total rooms, varying in size, with restrooms, showers and clothing racks.
   c. There is also a costume room to prepare costumes.

14. Loading Dock
   a. Loading dock is located on Tower Drive, adjacent to the theater.
   b. Dock can only be used for loading and unloaded before and after show.
   c. No one may park on the loading dock while there is an audience in house.

15. Backstage access
   a. If your reservation will require VIP only backstage access, please create credentials for these guests.
      Send credentials to Theater Manager for review.
   b. For Student Orgs. – Please work with campus life on credential requirements.

16. Event Security
   a. LSU reserves the right to require security at any event held in or near the LSU Student Union
      Theater.

17. Dance Recitals
   a. There is a separate policy document for all dance recitals that must be reviewed and executed
      prior to contracting. Please copy and paste link into your browser for complete Dance Recital
      policies (add link here)

18. Shirley Plakidas Reception Room –
   a. Shirley Plakidas Reception room is included in Student Union Theater rental.
   b. May also be rented individually. Auxiliary space rental rates will apply.
   c. Rental includes: tables, chairs, table linens, staffing (depending on event) and A/V capabilities.
      For additional needs, please contact Theater Manager.
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17. Dance Recitals

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c. No one may park on the loading dock while there is an audience in house.

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11. Lighting and Sound

c. We cannot guarantee the security of personal possessions.

d. Food may be served in the Theater dressing rooms, lobbies or the Shirley Plakidas Reception

b. Category B and C: University Departments and Sponsored Events

i. Category A: Registered Student Organizations

iv. Category D: Off-Campus Groups

12. Rehearsal

d. Settle fees may be charged to client if damage is found to any LSU Student Union Theater

c. If date is available, main contact will receive estimate of costs to review and a tentative

a. Settlements are created after event. Once settlement has been approved, it may be sent to client to

4. Variety show

1. Conference

b. Commencement

2. Relays

1. Finance and Administrative Services must approve all off-campus groups wishing to

v. Category D: Off-Campus Groups

ii. If date is available, main contact will receive estimate of costs to review and a tentative

i. Submit request through online event form.

iv. Program order

h. A commercial entity is paying for and/or promoting the event.

5. Billing Policy

b. Payment may be made via internal transfer (for on-campus groups only), cashier’s check, money

a. Category A: Registered Student Organizations

iii. Category D: Off-Campus Groups

ii. Category B: University Departments/Divisions

v. Category D: Off-Campus Groups

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a. Client Categories

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