

# International Cultural Center

Fax: 342-0864

Phone: 342-3084

## BUILDING USE AGREEMENT

Date of the Event: \_\_\_\_\_ Description of the Event: \_\_\_\_\_

Name of Organization: \_\_\_\_\_

Person Responsible for the Event: \_\_\_\_\_

Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Event will START at \_\_\_\_\_ and END at \_\_\_\_\_ Building to be reserved from \_\_\_\_\_ till \_\_\_\_\_

Areas to be used: Hall of Cultures ? Heagler Room ? Kitchen ? Conference Room ?

Estimated attendance: \_\_\_\_\_ Number of registered LSU international students to attend: \_\_\_\_\_

Will Alcohol be served? Yes ? No ?

If yes, student organizations must get authorization from the Dean of Students. Non-student groups must get authorization from the Office of Finance and Administrative Services.

Copy of the said authorization has to be provided to the ICC manager TWO (2) business days prior to the scheduled date of event.

Is this a fund-raising event? Yes ? No ?

If yes, approval must be obtained from The Office of Finance and Administrative Services.

Will food be served? Yes ? No ?

Equipment: Tables, Chairs, Podium, Microphone **Additional charges for:** TV, VCR, DVD, Music system, Discolights, Computer Projector and Screen

Set-up Instructions: Please describe how you want the room to be set up for the activity:

\_\_\_\_\_

### PLEASE NOTE:

\_\_\_\_\_ **(initials)** Cancellation must be received TWO (2) full business days (Monday through Friday) prior to date of the scheduled event (i.e. Sunday event must be cancelled by 8:00 a.m. Thursday); otherwise, deposit will be forfeited.

\_\_\_\_\_ **(initials)** Person Responsible for the event (the above signed person) must be present during the **entire** event.

\_\_\_\_\_ **(initials)** NO ONE will be allowed into the building until the above signed person has checked in with a proctor.

Applicants signature: \_\_\_\_\_ Date: \_\_\_\_\_

Deposit: _____ Receipt #: _____	Charges _____
Proctor: _____	Minus deposit _____
	Balance Due _____ Rec. # _____

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Office of Finance and Administrative Services

Fax: 578-5403

ICC: \_\_\_\_\_

# International Cultural Center

Fax: 342-0864

Phone: 342-3084

## BUILDING USE AGREEMENT

### FEES

#### Building Use

	International Student* and Associations	Official LSU functions, private use by International Students*	Outside individuals and community groups	Set Up & BreakDown Fees
<b>Deposit</b>	\$20	\$25	\$50	
Heagler Room	First three hours free then \$5 /hr	\$10 /hr	\$20 /hr	\$10
Hall of Cultures	First three hours free then \$5 /hr	\$25 /hr	\$40 /hr	\$20
Conference Room	free	\$10 /hr	\$10 /hr	\$5
Kitchen	free	\$10 flat rate	\$30 flat rate	\$10

#### Equipment Set Up and Take Down

	International Students* and Associations	Official LSU functions, private use by International Students*	Outside individuals and community groups
<b>Deposit</b>	\$50	\$50	\$50
Disco Light System	\$10	\$15	\$30
Sound System	\$10	\$15	\$30
TV and Players	\$10	\$15	\$30

\* - The term International Student refers to a non-immigrant student on F-1 or J-1 visa

All individuals and groups who are not international students, regardless of any other status, must pay the community fee-scale. This includes all students, other than non-immigrant students, students who have a green card, LSU faculty, and staff.

# International Cultural Center

Fax: 342-0864

Phone: 342-3084

## BUILDING USE AGREEMENT

ICC User Agreement

I, \_\_\_\_\_, on behalf of the \_\_\_\_\_  
(Please print your name and official title) (Please print your group's official name)

have read the following regulations. I am a member of this group and I understand and agree to abide by these regulations when using the ICC. I understand that this form will be valid for not more than one year and will not be valid once I am no longer serving as an elected officer or representative of this group.

### USER REGULATIONS

1. Use of the building by groups/individuals must comply with the LSU Code of Student Conduct.
2. The person responsible for the event **must be present during the entire event** and must assist the proctor in enforcing all rules. This person **must check in** with the proctor before the building will be open for the event. This person must also **check out** with the proctor at the end of the event. The proctor and the responsible person will walk through the facility together to assess the condition of the building. Failure to do so may disqualify the responsible person from acting in that capacity in the future and will forfeit any refunds.
3. The group/individual using the ICC is responsible for leaving the building in the same or better condition than it was found the start of the event. All garbage, especially in the kitchen, must be properly bagged, and must be taken by the group/individual to the trash dumpster. Any utensils used, refrigerator, oven, warming oven, microwave oven, and especially the kitchen sinks must be left in the same condition as they were in the beginning of the event. Failure to do so may result in a group/individual's being denied future use of the ICC facilities and equipment. The ICC also reserves the right to charge for the time needed for any additional cleaning if that is necessary.
4. If children are present during the event, it is the responsibility of the group/individual to provide proper supervision of these children at all times.
5. ICC equipment will be checked out to the responsible person only and will be checked back after the event. The responsible person and the proctor will complete and sign a form indicating the condition of all equipment used. Any discrepancies will be brought before the Manager of the ICC, or if necessary, before the ICC Building Committee for consideration.
6. The group/individual, as well as any sponsoring or co-sponsoring groups, will be held accountable for any damage to ICC equipment or property beyond the normal wear and tear associated with proper usage. Groups/individuals are expected to pay for repairs or replacement of the equipment damaged during the events.
7. All fees are due at the end of the event.
8. All individuals using the ICC will refrain from smoking inside the building.

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