



Business Education Complex Building Use & Event Guidelines

This document establishes guidelines and resources for the effective and efficient management and operation of the Business Education Complex (BEC) reservations and associated events. Unless otherwise stated, university policies apply to all aspects of building function. The E. J. Ourso College of Business is committed to operating in a safe, professional, and sustainable manner to advance the beauty and functionality of our building.

Overview

Hours of Operation

The BEC hours of operation are 7:30 a.m. - 9:00 p.m. Monday - Friday and closed on weekends except during final examination periods. Exceptions may be made for sanctioned events held in the BEC.

Holidays

Facilities are not available for events on federal or university holidays or during exam periods. Events cannot interfere with the college's regular operation or educational programs. The use of the BEC will be canceled when the university is closed due to inclement weather.

Space Reservation Priorities

The following priority structure is used to determine the availability of classrooms or public spaces in the BEC:

- **First priority** is reserved for instructional use (e.g., classrooms, auditoriums, and other facilities which are to be used for teaching classes and other instructional programs).
- **Second priority** is reserved for events held by the Ourso College.
- **Third priority** is reserved for approved programs sponsored by Ourso College student organizations.
- **Fourth priority** is reserved for approved programs sponsored by LSU departments or LSU student organizations outside the Ourso College.
- **Fifth priority** is reserved for approved programs sponsored by groups outside of LSU.

The LSU and the E. J. Ourso College reserve the right to change or cancel any previously scheduled BEC facility reservations if such change or cancellation is made to meet college or university needs. In the event of a cancellation made by the Ourso College, rental rates will be refunded.

BEC Rental Fee

The Ourso College rents space in the BEC for the half and full day. An invoice will be emailed after your reservation has been approved, and rental fees must be paid in advance of your reservation date. The Ourso College only accepts payment by check. Make checks payable to Louisiana State University.

Contact the event manager, Leigh Ann Charles, at lacharles@lsu.edu for rental rates.

BEC Space Reservation Terms of Agreement

You must accept the following terms of this agreement to complete the reservation process.

The LSU E. J. Ourso College of Business' Business Education Complex (BEC) was established to provide students, faculty, and staff with an environment conducive to research, studying, learning, and working. To this end, meeting, study, dining, and communal areas comprise a large portion of the BEC's available space. Such areas may be reserved by faculty/staff, students, student organizations, departments, centers, institutes, and other affiliated groups at the discretion of the E. J. Ourso College of Business event and building management staff.

Reservation Terms and Conditions

1. Bookings

- 1.1 The applicant acknowledges that the Reservation Terms and Conditions have been read and accepted when bookings are transacted by email, even in the absence of a written signature.
- 1.2 The minimum amount of time a space can be booked is one hour.
- 1.3 The applicant must not assign or transfer the booking to another person or organization.

2. Termination

- 2.1 The LSU E. J. Ourso College may terminate reservations immediately by notice to the applicant if:
 - a. There is a real possibility that damage may be caused to the BEC or its equipment by the applicant or that use by the applicant may cause an injury;
 - b. The applicant uses or proposes to use the BEC for an event that is illegal or contrary to law or may impact or tend to impact the reputation of LSU or the Ourso College;
 - c. There exists an emergency in the BEC or at LSU, whether due to an actual or impending event, that has the effect of causing or threatening to cause loss of life, injury or distress to persons or danger to the safety of the public or destruction or damage to property;
 - d. Such change or cancellation is made to meet college or university needs.

3. Use of Venue

- 3.1 The premises must only be used for the event set out in the reservation.
- 3.2 The applicant must not exceed the capacity limitations of the reserved space as confirmed at the time of acceptance of the reservation.
- 3.3 Applicants using facilities must comply with BEC security requirements.
- 3.4 Applicants are expected to ensure that all attendees are aware of any and comply with BEC policies on evacuation procedures.
- 3.5 The applicant and attendees must follow instructions by BEC faculty and staff members.
- 3.6 Actions of attendees must not interfere or unduly inconvenience other users or BEC staff or cause damage to the building, equipment, walls, fixtures, or fittings. Attendees not complying with this will be requested to vacate the premises.
- 3.7 The applicant is responsible for leaving the reserved space, kitchen, and surrounding areas clean and tidy upon vacating the premises.
- 3.8 No food of any kind is allowed in the BEC classrooms. Special permission and arrangements must be made with the Events Manager to have food in the classroom.
- 3.9 The Ourso College accepts no responsibility for food brought onto the premises by external parties.
- 3.10 Attendees must not leave reserved space(s) and enter other areas of the BEC.
- 3.11 The applicant must seek permission from the Director of External Relations for any signs on or outside the premises and any sign, poster, notice, or display item on the premises.
- 3.12 The use of tape, putty, tacks, or similar materials for affixing any item to a wall is strictly prohibited.
- 3.13 The applicant must ensure that reserved space and facilities are left in a clean and tidy condition. Any article left after departure will be considered abandoned and will be disposed of unless notified by the attendee within two working days of the completion of the event.
- 3.14 The venue must be vacated by the agreed finishing times to ensure no disruption to other bookings.
- 3.15 The BEC is a smoke-free zone, including the entirety of the courtyard.

4. Equipment

4.1 Electrical equipment not complying with BEC standards cannot be brought into or used on the premises.

4.2 All equipment must be used in accordance with manufacturer instructions. Attendees must arrange to get advice, instruction, or training if required on the use of all equipment from the Ourso College prior to use. Competent operation of audiovisual and all equipment is the responsibility of the applicant. The applicant will be responsible and charged for any damage/replacement/repair costs for non-compliance with this condition.

4.3 The applicant must inform the Ourso College when any equipment fails during use.

4.4 Equipment, materials, and substances that may adversely affect the health or safety of attendees or other persons within the premises are not to be brought on-site without prior written approval from the Ourso College.

5. Cleaning

5.1 The premises must be left in a clean and tidy condition.

5.2 The kitchen may be used by multiple attendees at any given time. Items or foodstuffs brought on to the premises must be clearly marked or secured. The kitchen is to be always left clean and tidy.

5.3 The kitchen cleaning checklist (found below) must be completed at the end of each use of the kitchen. The department/person responsible for the reservation will be charged for professional cleaning services if the kitchen is left in unsatisfactory condition.

6. General Conditions

6.1 Access to the BEC outside of regular hours may be made by prior arrangement for the purpose of setup or meeting.

6.2 The information and statements contained in this document are based on the Ourso College's current information at the time of posting and are subject to change at any time. Please contact the Director of External Relations to confirm this status prior to making any significant decisions for your booking.

6.3 The applicant accepts that by confirming a reservation in the BEC, all terms and conditions in the Reservation Terms of Agreement have been read and will be complied with.

Event Guidelines

Facility Use Agreement (Applicable to entities outside of LSU only)

Consistent with University policy, the request to host an event in the Business Education Complex is contingent upon the facility being available and the LSU Facility Use Agreement, along with its terms and conditions, being executed prior to the event. The agreement requires a Certificate of Insurance naming the Board of Supervisors of Louisiana State University and A&M College as additional insured, as well as the certificate holder, and stating comprehensive general liability, including Personal Injury Liability coverage of \$1,000,000 and must be included with the agreement. The LSU Facility Use Agreement can be found on the LSU Finance and Administration website and submitted directly to LSU FAS.

LSU Student Organization Events

Any request for the use of facilities by LSU students and student organizations must be registered and approved by the Office of Campus Life prior to the event, in accordance with university policy. For more information about this policy or to schedule an event, visit the LSU Campus Life website.

Hosting Events in the BEC

The following are guidelines and recommendations for hosting an event in BEC and are not inclusive of all facility guidelines.

Scheduling

- Events must be approved and confirmed by the Events Manager and/or Building Manager.
- When scheduling an event, remember to include time for event set up and break down. Leaving an event set up overnight or over a weekend is not allowed. You must request special permission

from the Events Manager to leave an event set up overnight. This will ensure there are no scheduling conflicts.

- Events are not allowed during examination periods – midterm and finals week.
- Work with the Events Manager when scheduling back-to-back events. In some cases, cost and time savings may be identified.

Catering

- Only caterers who have been licensed by LSU in accordance with PS-60 may provide catering services within LSU facilities and premises.
 - A list of LSU-approved caterers can be found on the LSU Finance and Administration website.
 - The Events Manager can recommend and/or help coordinate approved caterers for your event if needed.
- All caterers are responsible for the removal of food, trash, and other materials at the end of an event. This must be agreed upon at the time of booking a caterer. Vendors are responsible for any damages made to the facility when setting up and/or resetting an event.
- It is not necessary to use a caterer from the LSU-approved list when physically bringing food to the complex (i.e., picking up food trays, cake, etc.)

Vendors

- All outside vendors must have proof of insurance on file before performing any work in the BEC.
- Outside vendors are responsible for removing material and trash at the end of an event. This must be agreed upon at the time of booking.
- Vendors are responsible for any damages made to the facility during the setup and/or reset of an event.
- If needed, the Events Manager can recommend and/or help coordinate approved vendors (i.e., audio/visual, staging, etc.) for your event.

Alcohol

The serving of alcoholic beverages within campus facilities and premises is governed by policies of the LSU Board of Supervisors and this campus as described in PS-78. University departments may sponsor private social events at which alcoholic beverages may be served, provided that the event is in accordance with applicable law and University policy.

To serve alcohol at a function, you must complete the registration form found on the LSU Finance and Administration website. Your event must comply with the policies and procedures as established by PS-78.

Security

A security professional is required to be present for the entirety of the event when alcohol is served in the BEC. A member of the LSUPD can be contracted to work an event via an online form found on the LSUPD website.

Event Reset and Cleaning

- An inspection of the facility will be made by the Events Manager and/or Building Manager before and after the event. It is required that the reserved facilities be returned in the same condition as found.
- The representative responsible for booking the event is ultimately responsible for managing all aspects of the event, including but not limited to: set up, reset, vendor relations, event assets, guests, etc.
- **The event host will be held financially responsible for any damage resulting from the event.**
- All materials, property, equipment, and trash must be removed from BEC facilities immediately following the event.

- Trash must be removed from the building at the end of an event. There are dumpsters available in the parking lot behind the undergraduate wing of the BEC.
- All rooms must be returned to the original configuration at the end of an event.
 - All round and/or rectangle tables owned by the E. J. Ourso College of Business must be properly stored in their designated table racks in the storage room of the BEC. Extra chairs must be stored on the chair carts and placed back in the chair storage closet.

Warming Kitchen Cleaning and Maintenance

The entire kitchen must be cleaned each time it is used. The E. J. Ourso College of Business is subject to unannounced inspections by the State Board of Health. Below is a list of tasks that must be completed after the kitchen has been used. Please note that if the kitchen is left in an unsatisfactory condition, the event host will be charged for professional cleaning costs and may not be granted access to the kitchen for future events.

- Do not use the coffee brewer and warming ovens at the same time. You will blow a fuse.
- Sweep and mop floors after every event.
- Wipe down all counter surfaces.
- Remove all trash from garbage cans.
- Ensure sinks are clear of all items.
- Turn off and unplug warming ovens. Ensure no food is left in ovens.
- Remove any leftover food/drinks from the refrigerators.
- Remove any remaining materials (boxes, utensils, ice chests, etc.) All countertops should be free of materials before leaving.

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