



## EVENT MANAGEMENT

## RESERVATION POLICIES

### LSU DEPARTMENTS

LSU Auxiliary Services Event Management Office is responsible for the reservation of event spaces in and around the LSU Student Union. Additional policies for specific activities or areas may also apply.

Effective January 2018

[www.lsu.edu/as](http://www.lsu.edu/as)  
[unionem@lsu.edu](mailto:unionem@lsu.edu)  
225-578-5666

## RESERVATION POLICIES

- Meeting and event spaces may only be used with confirmation from LSU Auxiliary Services.
- Reservation requests must be received via the online reservation form. Availability can be checked by calling **225-578-5666**, emailing [unionem@lsu.edu](mailto:unionem@lsu.edu), or by visiting the Event Management Office located in 310 LSU Student Union (Monday – Friday, 8:00 a.m. – 4:30 p.m., excluding University holidays or closures).
- Priority Scheduling: The Event Management Office will begin accepting reservation requests on February 1<sup>st</sup> each year for events taking place the following June – May. Confirmations of those requests are distributed later in the Spring semester. Priority is given to events based on availability, potential impact to the overall student body, and alignment with the strategic themes of the University.
- All academic classes are scheduled through the Office of the Registrar.
- **The deadline for reservations is 9:00 a.m. two business days preceding the event.** Business days are defined as Monday – Friday, 8:00 a.m. – 4:30 p.m., excluding University holidays or closures. If the event requires approvals, the confirmation of the approval must be received by this deadline as well.
- LSU Auxiliary Services may move or adjust reservations as required to optimize space and provide best-fit services.
- Groups seeking to reserve space for more than two meetings or events per week may require additional approvals by LSU Auxiliary Services. Although series requests are accepted to facilitate planning, the consistent use of a particular space cannot be guaranteed.
- Any reservation outside of operational hours for facilities must obtain approval from the Assistant Vice President of LSU Auxiliary Services a minimum of ten (10) business days prior to the event. A pre-event planning meeting with LSU Auxiliary Services is required and additional fees will apply.
- Individual LSU faculty or staff may request conference rooms with a minimum of three (3) LSU participants. The reservation cannot exceed four (4) hours and will be based on availability. These meetings cannot be for personal profit or gain. Meetings and events of registered student organizations, university departments, or confirmed off-campus entities will take priority over individual reservations.



## EVENT MANAGEMENT

### BILLING POLICIES

#### LSU DEPARTMENTS

[www.lsu.edu/as](http://www.lsu.edu/as)  
[unionem@lsu.edu](mailto:unionem@lsu.edu)  
225-578-5666

### BILLING POLICIES

- All department reservations will be one of two billing categories:
  - **FREE:** These meetings or events are hosted by an LSU department for an LSU audience. There is no charge for event space. Charges for equipment, furnishings, extended hours, and personnel will apply.
  - **PAID:** These meetings or events are hosted by an LSU department and one or more of the criteria below apply. The department will be charged a discounted rental rate as well as charges for equipment, furnishings, extended hours, and personnel.
    - Participant (or similar) fees are collected.
    - Event is intended primarily for a non-LSU audience.
    - Event is hosted by the department for an off-campus entity (sponsored).
    - Goods or services are offered for sale or advertised at the event, even indirectly.
- **A reservation cannot be confirmed without billing arrangements being provided.** This includes billing code or Foundation credit card information and billing contact information. All fees must be paid directly by the department.
- LSU Auxiliary Services defines "fronting" as a registered student organization or department using their rate structure to benefit an outside entity, without meeting all requirements for the discounted rate. Any organization or department discovered "fronting" will be required to pay the proper rate for their reservation and may have future reservations cancelled.
- There is a **\$100 charge** for all corporate table reservations in and around the LSU Student Union. This charge also applies for events held in the LSU Student Union that charge fees for vendor participation, regardless if a table is provided by LSU Auxiliary Services.
- Should a meeting or event space require cleaning outside of standard operating procedures, there will be a **\$300 cleaning charge**. This includes the removal of food or excessive trash. Documentation of the condition of the room will be provided with the invoice.

### CANCELLATION POLICIES

- **The deadline for cancellation is 9:00 a.m. the business day preceding the event and must be received in writing.**
- Meetings or events that cancel after that deadline will be charged 100% of the room rental rate. No shows are considered events cancelled after the deadline.
- Cancellations before the deadline will not incur any charges.
- The deadline is applicable for space held as a rain plan for outdoor events. Please disclose to LSU Auxiliary Services Event Management at the time of booking that your reservation is a rain plan for an outdoor event.
- Repetitive cancellations will result in reservation privileges being reviewed and potentially revoked.



## EVENT MANAGEMENT

### EVENT SPECIFIC POLICIES

#### LSU DEPARTMENTS

[www.lsu.edu/as](http://www.lsu.edu/as)  
[unionem@lsu.edu](mailto:unionem@lsu.edu)  
225-578-5666

### EVENT SPECIFIC POLICIES

- **Final event details are due by 9:00 a.m. two business days preceding the event.** Final event details include event timeline, all set up requirements, and audio/visual needs. Depending on the nature and timing of the event, you may be asked to provide this information before this deadline and a production meeting with LSU Auxiliary Services Event Management may be necessary.
- **Failure to submit appropriate final event details by the deadline will result in the cancellation of your reservation.**
- Meeting and event spaces will be available approximately 15 minutes before scheduled event start time, unless otherwise requested.
- Meetings and events should begin and end when scheduled. Activities that begin or end outside of the scheduled time may result in additional fees.
- **Media Services:** Only authorized persons will operate LSU Auxiliary Services' audio/visual equipment. Groups are allowed to bring in outside media equipment with the prior approval of LSU Auxiliary Services. Any outside vendor must be University approved.
- **Food/Beverage:** Per University policy (PS-60), all food and beverage must be provided by an LSU approved vendor. Noncompliance with this policy will result in the responsible party being asked to immediately remove all items. Vendors outside of LSU Catering will not have access to the Union kitchens or serving spaces. Deliveries should be made at the front of the building. Temporary access to the main loading dock must be requested and confirmed by LSU Auxiliary Services. Unapproved vendors using the loading dock will be asked to move immediately. Loading dock access is for drop off only. Parking will need to be secured via LSU Parking by the event organizer. LSU Auxiliary Services personnel will not accept deliveries. Meeting or event organizers are responsible for ensuring all items are removed from the event space post event. Noncompliance will result in a minimum \$300 cleaning fee.
- **Decorations:** LSU Auxiliary Services must approve all decorations prior to the event. Prohibited items include: open flames, smoke/fog machines, glitter, confetti, and balloons. Chalk, paint, or any other materials should not be used on the building or sidewalks. Signage should not be affixed to the walls, windows, doors, floors, columns, light fixtures, or hung from ceilings. Inflatables may be allowed, only with the prior approval by LSU Auxiliary Services. Dimensions and power requirements should be submitted with the reservation request.
- **External Speaker or Presentation:** All off-campus speakers requesting to speak and/or present within the facility must be sponsored by a registered student organization or LSU department.
- **Security Assessment:** Security may be required for your event if the event is expected to have 500 or more guests or a University official requests a security assessment. The organizing group is responsible for confirming security through LSU Police and any associated costs.



## EVENT MANAGEMENT

### GENERAL POLICIES

#### LSU DEPARTMENTS

*www.lsu.edu/as*  
*unionem@lsu.edu*  
*225-578-5666*

### GENERAL POLICIES

- All persons are expected to respect all facilities and the rights of others as well as abide by University policies and all laws.
- Any person engaging in disorderly conduct, including verbal or physical, is subject to immediate removal.
- Animals are prohibited inside the facilities, with the exception of registered service animals.
- **Soliciting:** LSU has strict guidelines (PS – 6) regulating solicitation. Noncompliance will result in the removal from the facility.
- **Property Damage:** Destruction of property will result in applicable fees to reimburse or replace damaged property. Clients must report the incident. Cancellation of future events and loss of reservation privileges may also apply.
- **Sound Regulations:** LSU Auxiliary Services reserves the right to determine if sound amplification levels are disturbing other groups or operations.
- **Fire Code:** Open flames, smoke/fog machines, the blocking of any doors and exits, as well as other fire hazards are strictly prohibited. Any event not in compliance with fire code will be immediately shut down and the space evacuated until proper adjustments are made.
- **Access:** No person or their possession should enter or occupy any space designated as off limits to them. This includes maintenance and custodial areas, construction zones, roofs or balconies, and other designated spaces.
- Additional building policies are located at [www.lsu.edu/as](http://www.lsu.edu/as).

### INCLEMENT WEATHER INFORMATION

- During inclement weather situations, LSU Auxiliary Services performs as follows:
  - If the University is closed due to inclement weather, all reservations in the LSU Student Union will be cancelled automatically. The LSU Student Union may remain open to act as a safe building at the discretion of the Assistant Vice President of LSU Auxiliary Services.
- If the University does not close but inclement weather threatens the safety of event attendees or guests, the cancellation of events will be at the discretion of the Assistant Vice President of LSU Auxiliary Services.
- When the alarm sounds, please exit the building immediately and calmly, without use of elevator. Please wait until notified by LSU Auxiliary Services before returning to the building. Areas of refuge for persons unable to use stairs are located on the second and third floor balcony landings.



## EVENT MANAGEMENT

### SPECIFIC SPACE INFORMATION

### LSU DEPARTMENTS

www.lsu.edu/as  
 unionem@lsu.edu  
 225-578-5666

## LSU STUDENT UNION – CONFERENCE ROOMS

There are nine conference rooms that feature fixed furniture and audio/visual equipment access.

Conference Rooms	Location	Fixed Seating	Add. Seating	Rental Rate (Paid Events)
Barataria	319	12	4	\$79
Caddo	305	14	6	\$79
Catahoula	302D	14	NA	\$79
Council	312	16	14	\$79
Orleans	302A	12	NA	\$79
Ouachita	302B	12	NA	\$79
Tchoupitoulas	452	12	12	\$79
Vermilion	308	8	NA	\$68
Capital Chamber*	339	64	30	\$315

The audio/visual equipment in the standard conference rooms includes a PC, monitor, and audio. Access to the audio/visual must be requested by 9:00 a.m. two business days prior to the event. An additional **\$50 access fee** will apply.

*\*This room is not included as an option for individual faculty or staff reservation.*

## LSU STUDENT UNION – MULTIPURPOSE ROOMS

There are eight multipurpose rooms that can be utilized for a variety of event purposes. Each room has standard set up options that could include lecture, classroom, or dining.

Multipurpose Rooms	Location	Lecture Seating	Classroom Seating	Dining Seating	Rental Rate (Paid Events)
Royal Cotillion	250	800	NA	500	\$630**
Atchafalaya	339	200	75	140	\$315
Castilian	304	50	NA	NA	\$116
Feliciana	208	30	NA	NA	\$79
Acadian	451	30	NA	NA	\$79
International*	303	80	35	50	\$116
Red River	323	50	20	NA	\$95
Vieux Carre	325	80	50	50	\$116

The listed capacities of multipurpose rooms does not take into account additional audio/visual equipment or furnishings and may be less.

*\*This room has dedicated audio/visual equipment that includes a PC, monitor, and audio. Access must be requested by 9:00 a.m. two business days prior to the event. An additional \$50 access fee will apply.*

*\*\*The rental fee for the Royal Cotillion Ballroom varies depending on the addition of the East Lobby.*



## EVENT MANAGEMENT

### SPECIFIC SPACE INFORMATION

#### LSU DEPARTMENTS

[www.lsu.edu/as](http://www.lsu.edu/as)  
[unionem@lsu.edu](mailto:unionem@lsu.edu)  
225-578-5666

#### LSU STUDENT UNION – OTHER SPACES

- **LSU Union Theater:** Availability and pricing can be confirmed through the LSU Union Theater staff. Additional policies and approvals will apply.
- **Magnolia Room:** During the Fall and Spring semesters, the Magnolia Room cannot be reserved until after 5:00 p.m., Monday – Friday. The restaurant style set up is fixed and cannot be moved. (*Location: 3<sup>rd</sup> floor, Capacity: 200, Rental Rate for Paid Events: \$420*)
- **Lobbies and Tiger Lair:** As the primary function of these areas is seating for meal periods, the Assistant Vice President of LSU Auxiliary Services must approve all events. Seating in these areas are fixed and cannot be moved. Public seating may not be reserved or restricted. These areas cannot be reserved on Saturdays of home LSU football games.
- **Live Oak Lounge, Stage, and Terrace:** As the primary function of this area is seating for meal periods, the Assistant Vice President of LSU Auxiliary Services must approve all events prior to any other necessary approvals. Seating in the Live Oak Lounge is fixed and cannot be moved. Public seating in the Live Oak Lounge may not be reserved or restricted. The Live Oak Stage or Screen may be reserved, except on Saturdays of home LSU football games. The terrace and patios can be reserved during normal business hours and with the approval of the Assistant Vice President of LSU Auxiliary Services. Picnic benches and other furnishings on the patios cannot be moved or removed from the area. Audio/visual equipment provided by the client or LSU Auxiliary Services can be used in this space.

#### LSU STUDENT UNION – OUTDOOR SPACES

- **War Memorial and Oak Grove:** As the primary function of this area is honoring fallen soldiers who have given their lives in service to the United States of America, the Assistant Vice President of Auxiliary Services must approve all events in this area.
- **Parade Ground:** The Parade Ground is divided into three sections: North, South, and East. LSU Facility Services must approve events by 9:00 a.m. two business days preceding the event. LSU Auxiliary Services does not provide any equipment or support for events in this area. Electrical hook ups and furnishings can be requested through LSU Facility Services.
  - Any tents, canopies, or other structures must be secured via a method that does not penetrate the surface of the ground. Acceptable methods include sandbags, water filled barrels, counterweights, etc. Digging or driving stakes into the ground is strictly prohibited.
  - Organized sports and cleats are not allowed.





## EVENT MANAGEMENT

### SPECIFIC SPACE INFORMATION

#### LSU DEPARTMENTS

- **Free Speech Alley and Circle:** Tables in this area can be reserved for 9:00 a.m. – 4:00 p.m., Monday – Friday. Space is limited and a reservation is required by 9:00 a.m. two business days preceding the requested date.
  - LSU Auxiliary Services will supply one (1) table per reservation. No tables are provided for the Circle.
  - Groups may bring a 10x10 tent but it must be placed behind the table. Any tents or 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.
  - Activities must be limited to the confines of the table and may not restrict traffic flow or interfere with other tables. Loud or boisterous activity is not permitted.
  - Hawking, which is defined as calling out or approaching pedestrians, is not permitted.
  - This area may not be used to display literature racks, drop off publications, or promote products for profit.
  - Animals are prohibited at table sits but may be permitted in the Circle with approval from LSU Risk Management.
  - All food/beverage must be provided by an LSU approved vendor. Groups are responsible for removing any trash that results from their activities.
  - In case of inclement weather, there are three (3) tables available inside the LSU Student Union on a first-come basis. The group must contact and receive approval from LSU Auxiliary Services before setting up.

### OTHER BUILDING SPACES

- **Barnes & Noble @ LSU Event Room:** The event room is located on the second floor and can be reserved through LSU Auxiliary Services. Reservations are available 8:00 a.m. – 8:00 p.m. Monday - Friday, 10:00 a.m. – 7:00 p.m. Saturday, and 12:00 p.m. – 5:00 p.m. Sunday.
  - There are three available set ups: Lecture (*Chairs only facing the podium, capacity of 84 chairs*), Classroom (*Chairs at tables facing the podium, capacity 18 tables with 54 chairs*), Group Seating (*Groups of two tables and four chairs, capacity of 18 tables and 54 chairs*).
  - The event room has a 70" monitor and self-amplified podium/lectern. Users must provide their own HDMI/computer cables. LSU Auxiliary Services does not provide equipment or support for events.
  - An LSU approved vendor must provide all food and beverages. The Barnes & Noble Café can provide catering service.
- **The Club at LSU Union Square:** Availability and pricing can be confirmed through LSU Dining (225-578-2356 or [cateringadmin@lsu.edu](mailto:cateringadmin@lsu.edu)). Additional policies and approvals may apply.