



Student Union

UNION THEATER

RESERVATION POLICIES

OFF CAMPUS ENTITIES

The Union Theater Office is responsible for the reservation of the Union Theater and the Shirley Plakidas Reception Room. Additional policies for specific activities or areas may also apply.

Effective January 2020

*www.lsu.edu/as
225-578-0236*

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 contacting the Union Theater Manager at **225-578-0236** or jdoerf@lsu.edu.
- Priority Scheduling: The Union Theater office will begin accepting reservation requests on February 1st each year for events taking place the following June – May. Confirmations of those requests are distributed later in the Spring semester.
- **The deadline for reservations is ten (10) 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. Failure to obtain necessary approvals will result in the cancellation of your reservation.
- A completed LSU Facility Use Agreement is required for all off campus entities. The agreement requires a Certificate of Insurance naming the Board of Supervisors of Louisiana State University A&M as additional insured, as well as the certificated holder, and must state comprehensive general liability, including Personal Liability coverage of \$1,000,000.
- LSU Auxiliary Services may move or adjust reservations as required to optimize space and provide best-fit services.
- Any reservation outside of operational hours for facilities must obtain approval from the Assistant Vice President of LSU Auxiliary Services. Departments will be required to contract LSUPD for any event outside building hours.



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BILLING POLICIES

- Billing classification for **off campus entities** reservations include:
 - **Standard** – These events require standard facility, equipment, and staff usage.
 - **Major** – These events require more than 4 technicians or extensive equipment or staging.
- Billing classifications and rates are determined by the Union Theater Manager. An estimate will be provided prior to the reservation being confirmed; however, the classification may change if the actual usage differs from estimate usage.
- **A reservation cannot be confirmed without billing arrangements being provided.** This includes billing address, billing contact, and required deposits. All events will require a nonrefundable deposit. The payment schedule will be outlined in the Facility Use Agreement and all payments must be received by the deadlines. Past due invoices will result in the cancellation of the event and future reservations.
- 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.
- Should the space require cleaning outside of standard operating procedures, there will be a **\$100 cleaning charge**. This includes the remove of food or trash. Documentation will be provided.

CANCELLATION POLICIES

- **The deadline for cancellation is 9:00 a.m. two (2) business days preceding the event and must be received in writing. All deposits are nonrefundable.**
- Repetitive cancellations will result in reservation privileges being reviewed and potentially revoked.



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BOX OFFICE POLICIES

- **ALL event ticketing is handled by the Union Theater Box Office. Any patron using a third party ticket will NOT be allowed entry.**
- Tickets may be sold online, by phone, or in person at the Union Theater Box Office, which is open Monday – Friday, 10:00 a.m. – 4:00 p.m., excluding University holidays and closures. Tickets will not be available to the public until after confirmation and necessary approvals are received.
- The Box Office will open one hour prior to ticketed events and remain open until half an hour after published starting (curtain) time. During these extended hours, only tickets for the current event are sold.
- All ticketed events will be subject to Box Office fees. Estimated fees will be listed on the event estimate that is signed prior to the reservation being confirmed. In the event of refunds, only the ticket price will be refunded. Processing and/or Box Office fees still apply.
- A Facility Maintenance Fee of \$2 is added to each ticket price. For events classified as Paid but without tickets, the \$2 fee is added to the final settlement with an attendance record.
- The maximum number of tickets available cannot exceed the seating capacity of the theater. Any ticket purchased is a revocable license valid for only the seat and performance printed on it.
- **Discounts and Complimentary Tickets:** The decision to offer discounted or complimentary tickets to various groups rests with the client but must be discussed in the pre-production meeting. For complimentary tickets, a list of names, positions, and number of tickets for each eligible person must be provided to the Box Office by **9:00 a.m. two business days** prior to the issuance of complimentary tickets.
- **Will Call:** A photo ID is required for picking up will call tickets. Complimentary tickets require signature on a list provided by the department. Tickets purchased in advance can be picked up during regular Box Office hours or within one hour of the performance.

UNION THEATER STAFFING POLICIES

- **Equipment:** Only authorized persons will operate equipment in the Union Theater. Groups are allowed to bring in additional equipment with prior approval that is discussed at the pre-production meeting. Any outside vendor must be University approved.
- Technical and House staff needs will be determined at the pre-production meeting by Union Theater staff. If additional



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UNION THEATER STAFFING POLICIES (cont.)

- contracted staff is required, the department is responsible for confirming and any associated costs.
- Clients are allowed to provide volunteers for portions of front of house needs, in addition to necessary Union Theater house staff. Union Theater staff are required to meet with these volunteers prior to the event.
- **Required Breaks:** Stage crew are required to take a 15 minute break every 2.5 hours and a 30 minute break every 5 hours. All crew are required a minimum of a nine hour break between evening clock out and morning clock in.

EVENT SPECIFIC POLICIES

- **Final event details are due by 9:00 a.m. seven business days preceding the event.** Final event details include event timeline, all technical requirements, media, and/or any pending items discussed at a pre-production meeting. **Failure to submit final event details by the deadline will result in the cancellation of your reservation.**
- All events (including rehearsals) should begin and end when scheduled. Activities that begin or end outside of the scheduled time will result in additional fees.
- It is the responsibility of the client to communicate or encourage guests to read the guest policies of the Union Theater.
- The event main point of contact will be the only authorized individual to make changes to the reservation and must be in attendance throughout the entirety of the event.
- **Rehearsals:** A rehearsal must be scheduled with the Theater Manager. Clients are expected to provide the following at the rehearsal: all media (music, video, etc.), detailed schedule & program order, and script. Templates of rehearsal schedules and scripts can be provided upon request. Event changes cannot occur after the rehearsal.
- **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 approved by LSU Auxiliary Services. Unapproved vendors using the loading dock will be asked to move immediately. Loading dock access is for food 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 \$100 cleaning fee. Food and Beverages are not allowed inside the theater or backstage, with the exception of water.



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EVENT SPECIFIC POLICIES (cont.)

- **Decorations:** Union Theater staff must approve all decorations prior to the event. Prohibited items include: open flames, glitter, confetti, and all balloons. Chalk, paint, or any other materials should not be used on the building or sidewalks. Items should not be affixed to the walls, windows, doors, floors, columns, light fixtures, or hung from ceilings without prior approval by LSU Auxiliary Services.
- **Furniture:** Only authorized persons will move or adjust furniture in the LSU Student Union, including meeting and event set ups.
- **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 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.

SPACE SPECIFIC DETAILS

- **Loading Dock:** Temporary access to the loading dock located on Tower Drive is available to load and unload before and after the event. Parking is not allowed on the loading dock when an audience is in the house.
- **Backstage Areas:** Access to the backstage areas needs to be limited to individuals necessary to the event's success. If your event requires VIP only backstage access, the client is responsible for creating the required credentials.
- **Stage:** Only event specific individuals can be on stage before, during, and after events.

TECHNICAL DETAILS

- If extensive programming or work time is required by technical staff, additional fees may apply. This will be discussed and documented at the pre-production meeting.
- If the event requires technical accommodations that are not standard for the Union Theater, additional equipment and staff may be outsourced. This is scheduled through the Union Theater with fees applying to the client. This is determined and documented at the pre-production meeting.
- Recordings, including videotaping and streaming, must have necessary approvals by 9:00 a.m. seven business days beforehand.
- If using one of the Union Theater's pianos, it is the client's responsibility to have it tuned prior to usage. Tuning has to be done by an approved LSU vendor and scheduled with the Union Theater Manager. The client is responsible for any fees associated with the tuning.



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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. Flags, banners, poles, and weapons are prohibited.
- 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. Noise makers in the audience are prohibited.
- **Fire Code:** Open flames, 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. Guests may not obstruct aisles of the theater. Strollers, baby carriers, walkers, etc. can be left at coat check.
- **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, technical areas, and other designated spaces.
- **Signage:** No signs can be taped to any portion of the building. Union Theater can provide sign stands when requested by the deadline. Signage outside the building must be approved by Union Theater staff.

INCLEMENT WEATHER INFORMATION

- If the University is closed due to inclement weather, all reservations in the LSU Student Union will be cancelled automatically.
- 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.



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LSU UNION THEATER – Off Campus Entities Rates

STANDARD Events	
Up to Four Hour Usage	
Rehearsal/Sound Check	\$900
Every ¼ hr. after initial 4 hr.	\$40
Event (non-ticketed)	\$1,000
Every ¼ hr. after initial 4 hr.	\$50
Event (general admission ticketed)	\$1,100
Every ¼ hr. after initial 4 hr.	\$60
Event (reserved seating ticketed)	\$1,200
Every ¼ hr. after initial 4 hr.	\$70
Eight Hour Usage	
Rehearsal/Sound Check	\$1,500
Every ¼ hr. after initial 8 hr.	\$40
Event (non-ticketed)	\$1,600
Every ¼ hr. after initial 8 hr.	\$50
Event (general admission ticketed)	\$1,700
Every ¼ hr. after initial 8 hr.	\$60
Event (reserved seating ticketed)	\$1,800
Every ¼ hr. after initial 8 hr.	\$70
Main Building Charge <i>(before or after building hours)</i>	\$175 per hr. <i>(1 hr. minimum)</i>

Usage times are considered as first crew call until crew is released by Union Theater staff. Most events require crew to arrive 1 ½ to 2 hours prior to start time and ½ hour after end time.

Minimum usage is 4 hours to set up, seat audience, run the program, egress the audience, and strike the set up. Actual event estimated to be limited to 30-45 minutes depending on set up details.

Events running over 4 and 8 hr. periods will be billed the extra time in ¼ hr. increments. An event scheduled for 4 hr. will be billed at the 8 hr. rate if it runs over by more than 2 hr.

Additional fees will apply for ticketed events.



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LSU UNION THEATER – Off Campus Entities Rates

MAJOR Events	
Rental Rates	
Rehearsal/Sound Check (less than 8 hr occupancy)	\$1,000 + labor
Rehearsal/Sound Check (more than 8 hr occupancy)	\$1,500 + labor
Event	\$1,500 + labor
Labor Rates (2 hr. minimum)	
Outsourced Labor	Current contracted rates
Professional Tech Staff	\$23/hr.
Student Tech Staff	\$15.50/hr.
Contingent Tech Staff	\$20.50/hr.
Attendant Ticket Taker Back Stage Guard	\$10.50/hr.
Front of House Student Manager	\$13.50/hr.
Main Building Charge (before or after building hours)	\$175 per hr. (1 hr. minimum)

Additional fees will apply for ticketed events.

INDIVIDUAL AREA RENTALS	
Shirley Plakidas Reception Room	\$350
Dressing Rooms	\$95/hr. (3 hr. min)
First Floor Lobby	\$200
Second Floor Lobby	\$200
Additional Item Fees:	\$5/table \$50/AV access

**These areas are only available for separate rentals when the Theater is not in use.*



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LSU BOX OFFICE - Rates

These fees are applicable to all ticketed events.

TICKETED EVENT SET UP CHARGES	
Single Production	\$75
Single Production with Multiple Performances	\$75 plus \$10 for each additional performance
Operations Support Fee	\$85 per performance

LABOR RATES (2 hr. minimum)	
Ticket Seller	\$10.50/hr.
Student Supervisor	\$13.50/hr.
Professional Staff	\$30/hr.

**Additional labor charges only apply when it is necessary for the Box Office to be opened before/after normal operational hours.*

TICKET FEES	
Ticketing Support Fee (paid by customer)	\$3.00/ticket (not included in ticket price)
Credit Card Processing Fee*	3.5% of credit card sales
Complimentary/Pre-Box Ticket Fee*	\$0.20/ticket
Consignment Ticket Fee*	\$0.60/ticket (based on number of tickets printed for consignment. If tickets are returned, this fee is still applicable in lieu of full ticket cost.)
Facility Maintenance Fee*	\$2.00/attendee (Per Board of Supervisors' OP#ID4-a-2, any event collecting admission fees, ticketed or non-ticketed, will be charged this fee per attendee.)

**These fees will be backed out of ticket sales. If there is no value to the ticket, the client is responsible for payment of these fees on the final settlement. The ticketing support fee will be charged in addition to final ticket price per ticketing system policy.*

SERVICE FEES	
For tickets up to & including \$7.99	\$1.25/ticket
For tickets between \$8.00 and \$15.00	\$2.00/ticket
For tickets \$15.01 and higher	\$3.25/ticket

**These fees will be added to the ticket price set by the client and is included in the price printed on the ticket. These charges are backed out of ticket sales on the final settlement.*