

African American Cultural Center Reservation Guidelines & User Agreement

All reservation requests are handled on a first come first served basis.

prices and policies are subject to change

- Reservation Request forms **must** be submitted to the **African American Cultural Center** no later than seven (7) **working** days prior to the date of event, excluding weekend events, which must be submitted at least (14) **business days** before the event.
- All rental fees for weekday use should be paid within three (3) working days of receiving a Reservation Request Confirmation and Invoice.
- All rental fees for weekend use should be paid at least (7) days (one week) of receiving a Reservation Request Confirmation.
- Reservation cancellation must be made to the African American Cultural Center at least **three (3) days** before the requested reservation date. Failure to do so will result in a **late cancellation fee (\$50)**.
- Accepted forms of payment (check or money order) shall be made out to **LSU** and in the **Memo/Re/Subject Line** write: **African American Cultural Center. University Entities or Departments** that have an agency account may use an **Interdepartmental Transfer (IT)** of funds for payment.
- ****Cleaning Fee Deposits** will be returned provided the building is left in the same condition as before the event. If not, cleaning fees will be charged and, depending on the condition, additional fees may apply. An OMA/AACC staff person will inspect the facility to determine if cleaning fees are required.
- Banners, signs, decorations or signage should not be taped, tacked, glued, painted or otherwise affixed to walls, windows doors, floors, columns, or hung from light fixtures or ceilings. No chalk, paint or any other material should be used to write on the sidewalks. Groups desiring to affix or hang decorations should consult with the AACC staff.
- Open flames (including BBQ grills) are prohibited inside the building and on all patios and green spaces.
- The serving of food at any program, event or activity must be indicated on the Reservation Request form. Serving food at an event does not warrant the free use of the Kitchen/Break Room.
- It is the responsibility of the Coordinator for African American Affairs to make standard operating procedures known to the general public.
- Any reservation request may be denied by the Coordinator for African American Student Affairs and/or Director of Multicultural Affairs for just cause.

Just cause includes but is not limited to:

- Previous incidents of no-shows or late cancellations
- Infractions of standard operating procedure and/or rules
- Time Conflicts

Requester/Renter Agreement

1. To pay LSU AACC for its use of LSU FACILITIES, services and materials as provided herein.

2. To pay LSU AACC for all and any damage (normal wear and tear excepted) to LSU FACILITIES and premises caused or contributed to by REQUESTER, its officers, employees, agents, contractors, members, guests or invitees.

4. All trash, debris and other waste materials remaining on LSU property as a result of this EVENT not removed from LSU property at the conclusion of activities at LSU by REQUESTER may be removed by LSU at the expense of REQUESTER which shall be reimbursed by REQUESTER within Ten (10) days of invoicing for any costs LSU incurs there for.

6. That should EVENT involve the providing of food services that only food caterers licensed through the LSU Office of Purchasing shall be permitted to cater within LSU FACILITIES unless otherwise agreed by LSU in writing.

7. That should EVENT involve the serving of alcoholic beverages, REQUESTER shall do so only in accordance with LSU policy.

8. That, if applicable, installation of banners, signs and other erection of structures or digging involving LSU FACILITIES and premises require the review and prior written approval of the LSU Office of Multicultural Affairs and African American Cultural Center.

12. That all security services shall be under the supervision of the LSU Police Department.

13. That, if applicable, all traffic and parking control on LSU streets shall be under the supervision of the LSU Office of Parking, Traffic and Transportation and REQUESTER employees, participants and visitors shall comply with LSU Traffic and Parking Regulations including the payment of any applicable fees for the registration or parking of vehicles.

14. That REQUESTER shall neither state nor imply, either directly or indirectly, that REQUESTER, or its activities, other than pursuant to exercise of this Agreement, are supported, endorsed or sponsored by LSU AACC and, upon the direction of LSU shall issue express written disclaimers to that effect.

I hereby acknowledge that I have read and understand the guidelines and reservation policies of the LSU African American Cultural Center and agree to adhere to all policies and procedures therein.

SIGNATURE

PRINTED NAME

DATE

AACC Usage and Rental Fees

prices subject to change

Reservation Type	Student Groups and Organizations (Must be registered with the University)	University Related Professional and Alumni Groups (LSU Departments and Units)	Non-University Related (All outside entities not directly related with the university)
Programs, events and activities during regular business hours	NO COST	NO COST	\$100 per room with four (4) hour maximum
*Programs, events and activities during late hours or weekends	\$50 per room with four (4) hour maximum	\$75 per room with four (4) hour maximum	\$125 per room with four (4) hour maximum
Full Weekday Rental (1) Day (anything more than 4 hours during regular business hours)	NO COST	NO COST	\$150 per room
Full Weekend Rental (1) Day (anything more than 4 hours)	\$75 per room	\$100 per room	\$200 per room
Tailgate Rental (Includes Courtyard, Kitchen, Large Multipurpose Room, and Lobby) *Homecoming Weekend Not Available*	\$250	\$350	\$500 (*Permission of Director of Multicultural Affairs*)
AACC Material Rental *two (2) day maximum* (Available: projector, screen, laptop, rack of 40 chairs)	\$25 per item	\$25 per item	\$50 per item
**Cleaning Fee Deposit (covers additional cleaning and secures reservation) *separate check paid immediately following reservation confirmation	+ \$50	+ \$50	+ \$75

Hours of Operation

Monday - Thursday
9:00 am - 9:00 pm

Friday
9:00 am - 5:00 pm

Summer Hours of Operation

Monday - Friday
8:30 am – 5:00 pm

***Late Hours** begin after 9:00 pm during the regular school year and after 5:00 pm on Friday's and during the summer.

****Additional Cleaning** is defined as any cleaning by the AACC staff in order to return the Center to an acceptable condition.