

**FRIENDS OF HILLTOP ARBORETUM  
MEETING APPLICATION**

Meeting Date \_\_\_\_\_

Renter Name \_\_\_\_\_ Email Address \_\_\_\_\_

Organization Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

Work Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

# Attendees \_\_\_\_\_ NOTE: PARKING LOT HAS LIMITED SPACES (see LSU Hilltop Arboretum Parking Layout)

Will alcohol be served?  Yes  No

General Public

LSU/Non-Profit

Weekday (**Mon-Fri, 8:00-4:30**)

Weekday Evening (**Mon-Thurs, 4:30-10:00**)

Weekend (**Fri, 4:30-10:00, Sat-Sun, 8:00 am-10:00pm**)

Set-Up Time\* \_\_\_\_\_ am/pm to \_\_\_\_\_ am/pm

Event Time \_\_\_\_\_ am/pm to \_\_\_\_\_ am/pm

Take Down Time\* \_\_\_\_\_ am/pm to \_\_\_\_\_ am/pm

**\*If set-up and/or take down times fall outside those listed above, there is an additional hourly rate charge. Renter is responsible for all needed set up and take down.**

**CHARGES DUE**

Rental Rate \$ \_\_\_\_\_

For:  Library  Pavilion  Auditorium  Entire Facility

Additional Hours \$ \_\_\_\_\_

For: \_\_\_\_\_ Hours

A/V Equipment \$ \_\_\_\_\_

For: Beverly Brown Coates Auditorium - ONLY weekday business hours (\$50)

**TOTAL** \$ \_\_\_\_\_

Due on or before the day of rental

**RECORD OF PAYMENTS**

**PAYMENT** \$ \_\_\_\_\_ Date Paid \_\_\_\_\_ Check # \_\_\_\_\_ Billing Zip Code \_\_\_\_\_

Visa/MC \_\_\_\_\_ Exp. Date \_\_\_\_\_ V Code \_\_\_\_\_

**BALANCE** \$ \_\_\_\_\_ Date Paid \_\_\_\_\_ Check # \_\_\_\_\_ Billing Zip Code \_\_\_\_\_

Visa/MC \_\_\_\_\_ Exp. Date \_\_\_\_\_ V Code \_\_\_\_\_

**SIGNATURES**

\_\_\_\_\_  
Renter

\_\_\_\_\_  
Date

\_\_\_\_\_  
Hilltop

\_\_\_\_\_  
Date

Notes: \_\_\_\_\_

Hilltop Rep \_\_\_\_\_