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 ____________________________________

(Updated 2/2018)