

**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 _____