Friends of Hilltop Arboretum

Meeting Application

Complete and return to: hilltop@lsu.edu

Meeting Date __________________________

Renter Name __________________________________________ Email Address ____________________________

Organization Name ____________________________________________________________________________

Mailing Address ________________________________________________________________________________

Work Phone ___________________________ Cell Phone ____________________________

# Attendees __________________________ (If greater than 35, need to carpool. Parking is limited.)

Will alcohol be served? □ Yes □ No

Do you need an invoice? □ Yes □ No

☐ General Public Weekday (8:00am-4:30pm) ☐ General Public Weekday Evening/Weekend

☐ LSU/Non-Profit Weekday (8:00am-4:30pm) ☐ LSU/Non-Profit Weekday Evening/Weekend

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 set-up and take down.

Charges Due

Rental Rate $_________________________ For: □ Library □ Pavilion □ Auditorium

Additional Hours $_________________________ For: ____________Hours (Time before 8:00am or after 4:30pm)

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 ____________ □ Credit Card □ Check # __________ □ Cash

Balance $_________________________ Date Paid ____________ □ Credit Card □ Check # __________ □ Cash

Signatures

Renter ___________________________ Date ____________ Hilltop Rep ___________________________ Date ____________

Notes: _______________________________________________________________________________________

______________________________________________________________________________________________

(Updated 2/2024)