

**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 _____

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

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 _____