

**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 \_\_\_\_\_