

# International Cultural Center

Fax: 342-0864

Phone: 342-3084

## BUILDING USE AGREEMENT

Date of the Event: \_\_\_\_\_ Description of the Event: \_\_\_\_\_

Name of Organization: \_\_\_\_\_

Person Responsible for the Event: \_\_\_\_\_

Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Event will START at \_\_\_\_\_ and END at \_\_\_\_\_ Building to be reserved from \_\_\_\_\_ until \_\_\_\_\_

Areas to be used:

Hall of Cultures  Heagler Room  Kitchen  Conference Room

Estimated attendance: \_\_\_\_\_ Number of registered LSU international students to attend: \_\_\_\_\_

Will Alcohol be served? Yes  No

If yes, student organizations must get authorization from Campus Life. Non-student groups must get authorization from the Office of Finance and Administrative Services.

Copy of the said authorization has to be provided to the ICC manager TWO (2) business days prior to the scheduled date of event.

Is this a fund-raising event? Yes  No

If yes, approval must be obtained from the Office of Finance and Administrative Services.

Will food be served? Yes  No

Equipment to be reserved: \_\_\_\_\_

Tables, Chairs, TV, VCR, DVD, Computer Projector, microphone, sound system, podium

Set Up Instructions: If equipment is requested, please describe how you want the room to be set up for the activity.

### PLEASE NOTE:

\_\_\_\_\_ **(initials)** Cancellation must be received TWO (2) full business days (Monday through Friday) prior to date of the scheduled event (i.e. Sunday event must be cancelled by 8:00 a.m. Thursday); otherwise, deposit will be forfeited.

\_\_\_\_\_ **(initials)** Person Responsible for the event (the above signed person) must be present during the **entire** event.

\_\_\_\_\_ **(initials)** NO ONE will be allowed into the building until the above-signed person has checked in with a proctor.

Applicant's signature: \_\_\_\_\_ Date: \_\_\_\_\_

<b>Charges:</b> Deposit: _____ Receipt Number: _____ Hourly Rates: Hall _____/hr H _____/hr Kit _____ Conf _____/hr Set Up and Take Down Fees: _____ Proctor: _____ Type of Event: _____	Total Charges: _____ Minus deposit: _____ Balance Due: _____ Receipt Number: _____
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Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

ICC Manager

Pending approvals: OFAS \_\_\_\_\_ Campus Life \_\_\_\_\_

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### FEEES

#### Building Use

	International Student Associations	Official LSU functions, private use by International Students*	Outside individuals and community groups	Handling Fees
Heagler Room	First three hours free then \$10 per hour	\$15 per hour	\$30 per hour	\$20
Hall of Cultures	First three hours free then \$15 per hour	\$35 per hour	\$50 per hour	\$30
Conference Room	Free	\$10 per hour	\$10 per hour	n/a
Kitchen	Free	\$10 flat rate	\$30 flat rate	\$20
<b>Deposit</b>	<b>\$20</b>	<b>\$25</b>	<b>\$50</b>	

#### Electronic Equipment

	International Student Associations	Official LSU functions, private use by International Students*	Outside individuals and community groups
Sound System	\$10	\$15	\$30
TV and Players	\$10	\$15	\$30
Computer Projector	\$50	\$50	\$50
Deposit	\$50	\$50	\$50

\*International Student is a non-immigrant student on F-1 or J-1 visa

All individuals and groups who are not international students, regardless of any other status, must pay the community fee-scale. This includes all students, other than non-immigrant students, students who have a green card, LSU faculty and staff.

Revised fees effective June 1, 2013

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ICC User Agreement

I, \_\_\_\_\_, on behalf of the \_\_\_\_\_  
(Please print your name and official title) (Please print your group's official name)

have read the following regulations. I am a member of this group and I understand and agree to abide by these regulations when using the ICC. I understand that this form will be valid for not more than one year and will not be valid once I am no longer serving as an elected officer or representative of this group.

### USER REGULATIONS

1. Use of the building by groups/individuals must comply with the LSU Code of Student Conduct.
2. The person responsible for the event **must be present during the entire event** and must assist the proctor in enforcing all rules. This person must check in with the proctor before the building will be open for the event. This person must also check out with the proctor at the end of the event. The proctor and the responsible person will walk through the facility together to assess the condition of the building. Failure to do so may disqualify the responsible person from acting in that capacity in the future and will forfeit any refunds.
3. The group/individual using the ICC is responsible for leaving the building in the same or better condition than it was found the start of the event. All garbage, especially in the kitchen, must be properly bagged, and must be taken by the group/individual to the trash dumpster. Any utensils used, refrigerator, oven, warming oven, microwave oven, and especially the kitchen sinks must be left in the same condition as they were in the beginning of the event. Failure to do so may result in a group/individual's being denied future use of the ICC facilities and equipment. The ICC also reserves the right to charge for the time needed for any additional cleaning if that is necessary.
4. If children are present during the event, it is the responsibility of the group/individual to provide proper supervision of these children at all times.
5. ICC equipment will be checked out to the responsible person only and will be checked back after the event. The responsible person and the proctor will complete and sign a form indicating the condition of all equipment used. Any discrepancies will be brought before the Manager of the ICC, or if necessary, before the ICC Building Committee for consideration.
6. The group/individual, as well as any sponsoring or co-sponsoring groups, will be held accountable for any damage to ICC equipment or property beyond the normal wear and tear associated with proper usage. Groups/individuals are expected to pay for repairs or replacement of the equipment damaged during the events.
7. All fees are due at the end of the event.
8. All individuals using the ICC will refrain from smoking inside the building.
9. The signatory to this agreement and/or the entity in whose name this registration is made agrees to indemnify, defend, and hold LSU, its officers, directors, agents and employees harmless from and against any and all losses, liabilities, and claims, including reasonable attorney's fees arising out of or resulting from the willful act, fault, omission or negligence of the indemnifying party or of its employees, contractors, or agents hereto.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_