



Student Union

EVENT MANAGEMENT

RESERVATION POLICIES

OFF CAMPUS ENTITIES

The Event Management Office within LSU Auxiliary Services is responsible for the reservation of event spaces in and around the LSU Student Union. Additional policies for specific activities or areas may also apply.

Effective Spring 2022

www.lsu.edu/as
unionem@lsu.edu
225-578-5666

RESERVATION POLICIES

- Meeting and event spaces may only be used with confirmation from LSU Auxiliary Services.
- Reservation requests must be received via the online reservation form. Availability can be checked by calling **225-578-5666**, emailing unionem@lsu.edu, or by visiting the Event Management Office located in 310 LSU Student Union (Monday – Friday, 8:00 a.m. – 4:30 p.m., excluding University holidays or closures).
- Priority Scheduling: The Event Management Office will begin accepting reservation requests on February 1st each year for events taking place the following July – May. Confirmations of those requests are distributed later in the Spring semester.
- **The deadline for reservations is 9:00 a.m. two business days preceding the event.** Business days are defined as Monday – Friday, 8:00 a.m. – 4:30 p.m., excluding University holidays or closures.
- A completed LSU Facility Use Agreement is required for all off campus entities. The agreement requires a Certificate of Insurance naming the Board of Supervisors of Louisiana State University A&M as additional insured, as well as the certificate holder, and must state comprehensive general liability, including Personal Liability coverage of \$1,000,000. (Recruiters sponsored by the Olinde Career Center do not need to complete a Facility Use Agreement or provide insurance.)
- LSU Auxiliary Services may move or adjust reservations as required to optimize space and provide best-fit services.
- Any reservation outside of operational hours for facilities must obtain approval from the Assistant Vice President of LSU Auxiliary Services a minimum of ten (10) business days prior to the event. A pre-event planning meeting with LSU Auxiliary Services is required and additional fees will apply. Groups will be required to contract LSUPD for any event outside building hours.



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BILLING POLICIES

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BILLING POLICIES

- **All billing arrangements must be made before an event can be confirmed.** This includes billing address, billing contact, and required deposits. All meetings and events will require a nonrefundable deposit of 100% of the room rental rate by 9:00 a.m. two business days preceding the event. Any additional charges will be billed post-event. Past due invoices will result in the cancellation of future reservations. NSF checks will be subject to a \$25 fee.
- LSU Auxiliary Services defines "fronting" as a registered student organization or department using their rate structure to benefit an outside entity, without meeting all requirements for the discounted rate. Any organization or department discovered "fronting" will be required to pay the proper rate for their reservation and may have future reservations cancelled.
- There is a **\$100 charge** for all corporate table reservations in and around the LSU Student Union. This charge also applies for events held in the LSU Student Union that charge fees for vendor participation, regardless if a table is provided by LSU Auxiliary Services.
- Should a meeting or event space require cleaning outside of standard operating procedures, there will be a **\$100 cleaning charge**. This includes the removal of food or trash. Documentation of the condition of the room will be provided with the invoice.

CANCELLATION POLICIES

- **The deadline for cancellation is 9:00 a.m. the business day preceding the event and must be received in writing. All deposits are nonrefundable.**
- Repetitive cancellations will result in reservation privileges being reviewed and potentially revoked.



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EVENT SPECIFIC POLICIES

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- **Final event details are due by 9:00 a.m. two business days preceding the event.** Final event details include event timeline, all set up requirements, and audio/visual needs. Depending on the nature and timing of the event, you may be asked to provide this information earlier. **Failure to submit by the deadline will result in the cancellation of your reservation.**
- Meeting and event spaces will be available **15 minutes** before scheduled event start time, unless otherwise requested.
- Meetings and events should begin and end when scheduled. Activities that begin or end outside of the scheduled time may result in additional fees.
- The meeting or event main point of contact will be the only authorized individual to make changes to the reservation.
- **Media Services:** Only authorized persons will operate LSU Auxiliary Services' audio/visual equipment. Groups are allowed to bring in outside media equipment with the prior approval of LSU Auxiliary Services. Any outside vendor must be University approved.
- **Food/Beverage:** Per University policy (PS-60), all food and beverage must be provided by an LSU approved vendor. Noncompliance with this policy will result in the responsible party being asked to immediately remove all items. Vendors outside of LSU Catering will not have access to the Union kitchens or serving spaces. Deliveries should be made at the front of the building. Temporary access to the main loading dock must be requested and confirmed by LSU Auxiliary Services. Unapproved vendors using the loading dock will be asked to move immediately. Loading dock access is for drop off only. Parking will need to be secured via LSU Parking by the event organizer. LSU Auxiliary Services personnel will not accept deliveries. Meeting or event organizers are responsible for ensuring all items are removed from the event space post event. Noncompliance will result in a minimum \$100 cleaning fee.
- **Decorations:** LSU Auxiliary Services must approve all decorations prior to the event. Prohibited items include: open flames, smoke/fog machines, glitter, confetti, and all balloons. Chalk, paint, or any other materials should not be used on the building or sidewalks. Items should not be affixed to the walls, windows, doors, floors, columns, light fixtures, or hung from ceilings. Inflatables may be allowed, only with the prior approval by LSU Auxiliary Services. Dimensions and power requirements should be submitted with the reservation request.
- **Furniture:** Only authorized persons will move or adjust furniture in the LSU Student Union, including meeting and event set ups.
- **External Speaker or Presentation:** All off-campus speakers requesting to speak and/or present within the facility must be sponsored by a registered student organization or LSU department.
- **Security Assessment:** Security may be required for your event if the event is expected to have 500 or more guests or a University official requests a security assessment. The organizing group is responsible for confirming security through LSU Police and any associated costs.



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GENERAL POLICIES

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GENERAL POLICIES

- All persons are expected to respect all facilities and the rights of others as well as abide by University policies and all laws.
- Any person engaging in disorderly conduct, including verbal or physical, is subject to immediate removal.
- Animals are prohibited inside the facilities, with the exception of registered service animals.
- **Soliciting:** LSU has strict guidelines (PS – 6) regulating solicitation. Noncompliance will result in the removal from the facility.
- **Property Damage:** Destruction of property will result in applicable fees to reimburse or replace damaged property. Clients must report the incident. Cancellation of future events and loss of reservation privileges may also apply.
- **Sound Regulations:** LSU Auxiliary Services reserves the right to determine if sound amplification levels are disturbing other groups or operations.
- **Fire Code:** Open flames, smoke/fog machines, the blocking of any doors and exits, as well as other fire hazards are strictly prohibited. Any event not in compliance with fire code will be immediately shut down and the space evacuated until proper adjustments are made.
- **Access:** No person or their possession should enter or occupy any space designated as off limits to them. This includes maintenance and custodial areas, construction zones, roofs or balconies, and other designated spaces.
- **Signage:** No signs can be taped to any portion of the building. Event Management can provide sign stands when requested by the deadline. Signage outside the building must be approved by Event Management.
- Additional building policies are located at www.lsu.edu/as.

INCLEMENT WEATHER INFORMATION

- If the University is closed due to inclement weather, all reservations in the LSU Student Union will be cancelled automatically.
- When the alarm sounds, please exit the building immediately and calmly, without use of elevator. Please wait until notified by LSU Auxiliary Services before returning to the building. Areas of refuge for persons unable to use stairs are located on the second and third floor balcony landings.



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SPECIFIC SPACE INFORMATION

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LSU STUDENT UNION – CONFERENCE ROOMS

There are nine conference rooms that feature fixed furniture and audio/visual equipment access.

Conference Rooms	Location	Fixed Seating	Add. Seating	Rental Rate
Barataria	319	12	4	\$184
Caddo	305	14	6	\$184
Catahoula	302D	14	NA	\$184
Council	312	16	14	\$184
Orleans	302A	12	NA	\$184
Ouachita	302B	12	NA	\$184
Tchoupitoulas	452	12	12	\$184
Vermilion	308	8	NA	\$163
Capital Chamber	329	64	30	\$735

The audio/visual equipment in the standard conference rooms includes a PC, monitor, and audio. Access to the audio/visual must be requested by 9:00 a.m. two business days prior to the event. An additional **\$80 access fee** will apply.

LSU STUDENT UNION – MULTIPURPOSE ROOMS

There are eight multipurpose rooms that can be utilized for a variety of event purposes. Each room has standard set up options that could include lecture, classroom, or dining.

Multipurpose Rooms	Location	Lecture Seating	Classroom Seating	Dining Seating	Rental Rate (Paid Events)
Royal Cotillion	250	800	NA	500	\$1,470**
Atchafalaya*	339	200	75	140	\$735
Magnolia*	301	300	100	135	\$840
Castilian*	304	50	36	NA	\$284
Feliciana	208	30	NA	NA	\$194
International*	303	80	35	40	\$284
Red River*	323	50	20	NA	\$231
Vieux Carre*	325	80	50	50	\$284

The listed capacities of multipurpose rooms does not take into account additional audio/visual equipment or furnishings and may be less.

**This room has dedicated audio/visual equipment. Access must be requested by 9:00 a.m. two business days prior to the event. An additional \$80 access fee will apply.*

***The rental fee for the Royal Cotillion Ballroom varies depending on the addition of the East Lobby.*



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LSU STUDENT UNION – OTHER SPACES

- **LSU Union Theater:** Availability and pricing can be confirmed through the LSU Union Theater staff. Additional policies and approvals will apply.
- **Free Speech Alley:** This area is available for expressive activities, including all forms of peaceful assembly, protest, speech, distribution of literature, carrying signs, and circulating petitions. This expressly excludes commercial activities where individuals or groups are being compensated or attempting to advertise, market, or accrue financial gain to any individual, corporation, business, or organization.

Individuals or groups are permitted to use this area without reservation or approval.

Activities must not restrict traffic flow, interfere with other tables, or substantially disrupt educational activities or other University business.

The Circle cannot be reserved and equipment will not be provided by LSU Auxiliary Services. Individuals or groups wishing to occupy this space, may do so on first-come basis.

OTHER BUILDING SPACES

- **The Club at LSU Union Square:** Availability and pricing can be confirmed through LSU Dining (225-578-2356 or catering@lsu.edu). Additional policies and approvals may apply.

