

# Facility Rental Application Form



Request one of the rental spaces at the LSU Museum of Art in the Shaw Center for the Arts, by completing this Facility Rental Application Form. Email or fax this form to Renee' Bourgeois, Coordinator, Events & Marketing of Facility Rentals: 225-389-7219.

This form is an application and does not bind either party to use of facility space or dates. The LSU Museum of Art may or may not grant the request.

A certificate of liability insurance is required as stated in the LICENSE FOR USE OF FACILITIES AND PREMISES AGREEMENT from the renter and the caterer is required to be on the LSU list of approved licensed food caterer's. The LSU Museum of Art requires a deposit of one-half of the invoice total at the time the Agreement is signed.

Please allow five (5) working days for notification of approval of Facility Rental Application. Space and date is not confirmed until contract is signed and deposit is received. This must be done within two (2) weeks of receipt of Agreement.

Renters agree to follow the LSU Museum of Art policies and procedures. The LSU Museum of Art reserves the right to deny the use of its facilities to any person or organization at any time and to deny the continued use of said facilities to any user who does not comply with LSU Museum of Art policies and procedures.

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<b>Organization</b>	<b>Address</b>
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<b>Contact person</b>	<b>E-mail</b>
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<b>Phone</b>	<b>Fax</b>	<b>Mobile</b>
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<b>Date and time requested</b>	<b>Number of people</b>
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Are you a member of the museum?  Yes  No  
If no, would you like to become a member and receive a 20% discounted off the space fees only?  Yes  No

Description of event:

Preferred Caterer: (you must use a caterer from the LSU Licensed Caterers List)

Other requirements: (Available tables, chairs, and podium included in rental fees, client responsible for set-up & breakdown)  
Other items available at an additional cost.

**Space requested**

- Paula Garvey Manship Floor, LSU Museum of Art – 5<sup>th</sup> Floor (accommodates 400 )
- Alfred C. Glassell, Jr. Board Room 3<sup>rd</sup> floor (accommodates 25)
- Bert and Sue Turner Gallery 3<sup>rd</sup> floor (accommodates 150 )
- Pennington Rooftop Terrace 6<sup>th</sup> floor (accommodates 300 )  
(Call Tsunami at 225-346-5100 for Rooftop Rentals)

For more information about museum rental spaces, contact Renee' Bourgeois, Coordinator, Events & Marketing of Facility Rentals 225-389-7206; renee@lsu.edu.