**Facility Rental Application**

**Louisiana State University Rural Life Museum**

**4560 Essen Lane**

**Baton Rouge, Louisiana 70809**

**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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

**Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Work:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Cell:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Type of Event:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date of Event:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Starting Time:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Ending Time:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Attendance:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**LSU Campus Police Request: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

* **Preferred Caterer: (You must contact caterer and pay separately).**
* **Name of Caterer:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Phone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
* **Any AV equipment, tables, chairs, and podium are the sole responsibility of the renter to be removed immediately following event.**

**Packages: Subject to approval by Bill Stark Director, LSU Rural Life Museum. LSU Rural Life Museum Bridal Photo Fee included in all packages.**

**Please check preferred site and initial understanding “Of Non-refundable Deposit”.**

**­­\_\_\_\_\_ Visitor’s Center: $2,000.00 Deposit $1,000.00 \_\_\_\_\_**

**\_\_\_\_\_ Rural Life Museum Grounds: $1,500.00 Deposit $750.00 \_\_\_\_\_**

**\_\_\_\_\_ College Grove Baptist Church: $500.00 Deposit $250.00 \_\_\_\_\_**

**\_\_\_\_\_ Theater: $1,000.00 Deposit $500.00 \_\_\_\_\_**

**\_\_\_\_\_ Windrush Gardens: $2,000.00 Deposit $1,000.00 \_\_\_\_\_**

**\_\_\_\_\_ Side Garden: $1,500.00 Deposit $750.00 \_\_\_\_\_**

 **LSU Rural Life Museum**

**Rental Space Information and Guidelines**

To use one of the LSU Rural Life Museum spaces you will need to complete a “Facility Rental Application Form”. Approvals and denials of application will be received by the prospective client in writing from the LSU Rural Life Museum Director. Please allow 10 normal business (Monday through Friday) days after completed application for notification. LSU Rural Life Museum 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 Policies and Procedures and LSU Rural Life Museum Policy and Procedures.

**Requirements and Fees of all Rental Spaces**

* All fees must be paid by credit card, certified bank draft, cash, or check
* Nonrefundable deposit of ½ of rental fee is expected at time of approval.
* Final payment due 72 hours before event.
* Museum Staff will work directly with “Renter Only”.
* Renters and/or their caterers are responsible for complying and enforcing all federal laws, rules, regulations, and University Policies concerning alcohol beverages. To serve alcohol beverages, an application must be submitted at least 3 weeks prior to the event and approved by the Office of the Chancellor of LSU. Service of alcohol will be handled by proper licensed bartenders. No alcohol beverages may be sold at any event held in the museum. LSU Campus Police will be on site for all Rentals in which alcohol is to be served at $70.00 per hour per officer and will be paid by “Renter” through the LSU Rural Life Museum, 1 officer per 250 attendees. **Service of alcoholic beverages must be discontinued 30 minutes prior to the end of the event.**

**Policies and Procedures/Rental Guidelines:**

1. Use of space for political, commercial or any type of fundraising is prohibited.
2. Smoking is prohibited in all areas of the LSU Rural Life Museum
3. Prior approval is required for music and volume levels, and photography.
4. Events serving food and/or drink must utilize a caterer listed on the LSU Approved Caterer List. Menus should be forwarded to the Museum’s Director two (2) weeks prior to the event for approvals. Open flame including candle warmers, candles and deep fat frying equipment are prohibited. All foods must be pre-cooked. A complete serving list of all items must be presented for approval no later than 1 week prior to the event.
5. Fireworks including sparklers, bird seed, rice, glitter, and other such confetti are **prohibited** within the LSU Rural Life Museum and grounds.
6. Clean-up service **is required.** Renters and caterers are responsible for the removal of all trash and rental equipment at the end of the event. An extraordinary cleaning fee will be charged if deemed necessary.
7. The “Renter” is responsible for providing catering and technical support for event. I.e., extension cords and sound equipment etc.
8. The “Renter” and their coordinators/caterers may not move, touch, or otherwise handle any part of the LSU Rural Life Museum collection.
9. Tables, chairs, food service, etc. must be at least 5 feet away from artwork and walls.
10. The renter agrees to “maintain at all times” during the event liability insurance with Louisiana authorized insurers. Any damages by “Renter” or “Caterer” will be the sole responsibility of “Renter” and will reimburse the LSU Rural Life Museum for such.
11. No tape may be used i.e., electrical, duct, transparent, etc.
12. All tables, chairs, clean-up; catering, AV equipment, etc. must be removed after immediately after event. **NO LATER THAN 12:00 MIDNIGHT**. After this time an additional fee of $4,000.00 will be charged and all items remaining will become property of Louisiana State University and the LSU Rural Life Museum.
13. Use of drones or any type of arial photography is **strictly prohibited** unless otherwise approved by Louisiana State University.

**Rental Application**

Once LSU Rural Life Museum has approved the applicant will complete the “**LSU License for Use of Facilities and Premises”.** An addendum, the **“Contract for Use of Facilities”** will be developed based on the tentative details of your event(s). This document will include details of your selected caterer, photographer, florist, entertainment, etc. Your signature on these documents, along with the specified deposit and appropriate insurance documentation as outlined in the above agreements, will confirm your space reservation.

For more information about rental spaces, please contact the LSU Rural Life Museum Director, Bill Stark rurallife@lsu.edu or Elizabeth McInnis Director of Sales/Rental Space Coordinator ebenne4@lsu.edu or 225-765-2437.

**LSU Rural Life Museum**

**Facility Rental Application Form**

Request one of the rental spaces at the LSU Rural Life Museum by completing this **“Facility Rental Application”.**

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

“**Certificate of Liability”** insurance ($2,000,000.00) is required for rentals from the renter and caterer is required to be on the list of licensed food caterers. This certificate is doing upon acceptance of application. LSU Rural Life Museum requires a non-refundable security deposit to provide against damage to the space and/or contents and includes a guarantee of payment of any unpaid bills.

Please allow 10 days (Monday through Friday) for all notification.