



Southern University A & M College Land Grant Campus Facilities Request Form

Applicant's Name _____ **Date** _____

Facility/Room Requested _____

Name/Type of Event _____ **Estimated Attendance** _____

Event Open To: Campus Public Internal Request

Requesting Organization/Department _____

Address _____

City _____ **State** _____ **Zip** _____

Phone _____ **Email** _____

***Requests must be submitted at least 4 weeks in advance of event.**

<u>EVENT DATE</u> (MM/DD/YY)	<u>TIME RESERVED</u>		<u>ACTUAL EVENT TIME</u>	
	Set-Up From	Clean-Up To	Start	End
/ /	AM/PM	AM/PM	AM/PM	AM/PM
/ /	AM/PM	AM/PM	AM/PM	AM/PM
/ /	AM/PM	AM/PM	AM/PM	AM/PM
/ /	AM/PM	AM/PM	AM/PM	AM/PM
/ /	AM/PM	AM/PM	AM/PM	AM/PM

(Please note requirements if event extends beyond 5:00 p.m.)

SET-UP: Applicant must contact appropriate offices 2 wks before event to ensure arrangement of specific needs.

Number of Tables Required: _____ **Chairs:** _____ **Sound Equipment** YES NO
Visual Equipment YES NO
Specify any special requirements:

FOOD: Southern University Aramark Services has first option for catering. Call 225-771-2363 & menu

Food or drink to be served? YES NO

Request NOT APPROVED until applicant has received electronic confirmation from Facilities Scheduling Coordinator.

Applicant Signature _____ **Date:** _____

Signature above indicates agreement to comply with policies regarding use of Southern University Ag Center facilities as specified on reverse side of this form and any attachments. ***Please initial each section on reverse side and attachments verifying that you have read and agree to with the terms specified.

Facilities Scheduling Coordinator Initials **Date** **Reservation Number**

OFFICE USE ONLY

Custodial Services Engineering Services University Police Confirmation Sent Fees Event Staff

It is the policy of Southern University Agricultural Research and Extension Center (Southern University Ag Center)/ College of Agriculture to rent its facilities at a reasonable rate to the faculty, staff, administrators and general public of the Southern University Ag Center/ College of Agriculture provided renter is in good standing with the University. The facilities of Southern University Ag Center/College of Agriculture are first and foremost here for Agricultural Research, Teaching and Cooperative Extension purposes. Use of the facility (ies) must not interfere with the academic/athletic mission of the University or regular activities* and services. Facilities available for rental include: A. O. Williams Hall (Room 191, Fisher Hall Room 106 and/or the Technology Demo Studio.

SOUTHERN UNIVERSITY LAND GRANT CAMPUS POLICIES AND PROCEDURES

Initial here

1. All off-campus groups must contact Facilities Scheduling Coordinator.
2. No fundraisers.
3. Person responsible for event understands & must include in any publicity of the event the following statement: "Use of Southern University Ag Center/College of Agriculture facilities does not necessarily imply University sponsorship".
4. Applicant will be held responsible for behavior and safety of persons in attendance as well as for any loss or damages incurred during occupancy; assessments made accordingly.
5. Groups of 15 or more under the age of 18, must provide one adult (over the age of 21) for every 15 participants.
6. The person responsible for event releases the State of Louisiana and the Southern University Ag Center/College of Agriculture from any liability as a result of this event.
7. The laws of the State of Louisiana, City of baton Rouge and Parish of East Baton Rouge, and the rules and regulations of Southern University System must be strictly enforced at all times. The undersigned agrees to reimburse Southern University Ag Center/ College of Agriculture or the State of Louisiana for costs or fees (including reasonable attorney's fees) incurred to enforce this agreement.
8. Southern University Ag Center/ College of Agriculture is a tobacco-free campus. Tobacco use is prohibited on all university grounds, both indoor and outdoor.
9. Alcohol is not permitted on campus.
10. Food and Drink are allowed only in designated areas based upon approval.
11. Gambling in any form is prohibited on or within the University buildings and grounds.
12. Hanging pictures, banners, or other items from walls, windows, doors, curtains, or other parts of buildings not specifically designated for that purpose is strictly prohibited.
13. Parking is permitted in spaces and lots which are not restricted for visitors, services vehicles, and reserved spaces. Parking is not permitted along curbs and other unmarked areas.
14. A custodial fee, based on the size of the facility, will be assessed if the facility is not left in a clean and orderly manner.
15. Events may require employment of police officers for crowd control and/or traffic to be determined by Southern University System Police Chief & will be assessed a fee payable by check prior to event.
16. Fee waivers must be approved and signed off by the Chancellor-Dean of Southern University Ag Center/ College of Agriculture.
17. Furniture in facilities cannot be removed. Round tables cannot be substituted for permanent fixtures.
18. Event facility(ies) should be secured and confirmed prior to publicizing event.
19. The use of Smart Classrooms requires a University sponsor to be present during the event.

Internal Cancellation of confirmed event must be received in writing by Facility Scheduling Coordinator at least 48 hours in advance to avoid charges. **External** Cancellation of confirmed event must be received in writing by Facility Scheduling Coordinator at least 1 week in advance to avoid charges. **Deposit and Cancellation** A Deposit of 50% of payment for estimated fees for facility rental is due within 5 days of confirmed facilities.

Insurance Depending on the nature of the event, Client is required to purchase and provide a Certificate of Liability Insurance. This rider can be obtained through client's insurance provider. Coverage amount= \$1,000,000.00 per incident. Southern University Ag Center / College of Agriculture must be named as an additional insured on certificate. Date of event should be specified. A certified copy of this insurance policy will be required 30 days prior to event. Failure to comply with this policy will cancel the reserved facilities and deposit will be forfeited.

Facilities Scheduling Each facility has been assigned a facilities coordinator who verifies initial availability. Each coordinator is responsible for pre-approving any event to be scheduled in their assigned area. Area coordinator enters initial request if available. Request not approved until applicant receives electronic confirmation from Facilities Coordinator.

FACILITY RULES AND REGULATIONS

Initial here

1. Each event will have one assigned University representative and decisions of this representative in all matters regarding the event are final.
2. Sets, props, equipment, etc must be delivered & removed within reserved time/date. University disposes of items not retrieved within reserved time/date.
3. Presenter must meet with Special Event Staff at least 2 weeks prior to event to discuss technical arrangements.
4. The use of outside contractors must be approved in advance and meet with Special Event Staff and presenter at least one week prior to the event to discuss arrangements.
5. Southern University Ag Center / College of Agriculture reserves the right to inspect all equipment, props, scenery, and rigging to be used in the event and may restrict or prohibit use of equipment if, in its opinion, it constitutes a danger to the safety or well-being of any persons or the facility. Decision of technical director or his representative in this respect is final.
6. Renter will not advertise this engagement until written approval for use of space has been given.
7. Video and/or audio recordings of performances for purpose of resale are not allowed without the express, written consent of the University.

8. Hallways are not to be used as dressing or holding areas. All persons associated with performance should be in assigned holding area/on stage and not walking the halls.
9. Only authorized personnel may use Southern University Ag Center's or College of Agriculture Equipment and systems.
10. The use of supplies such as gaffe and spike tape is not allowed.
11. Only one truck allowed to park at loading dock while not loading or unloading. Vehicles parked around the loading area will be ticketed.
12. Renter is responsible for security of the facility.

Approvals*

Requestor:		
	Name	Date
Supervisor:		
	Name	Date
Vice Chancellor <i>(For to specific requestor)</i>		
	Name	Date
Facility Manager:		
	Name	Date
Director of Technology:		
	Name	Date
Chancellor-Dean (Designee):		
	Name	Date

**Note: All scheduled approvals must be made prior to using the facilities.*