



Student Union

EVENT MANAGEMENT

RESERVATION POLICIES

STUDENT ORGANIZATIONS

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
225-578-5959

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 **225-578-5959**, 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.
- All academic classes are scheduled through the Office of the Registrar.
- **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. If the event requires approvals, the confirmation of the approval must be received by this deadline as well. Failure to obtain necessary approvals will result in the cancellation of your reservation.
- Student Organizations must register **all** events and meetings in TigerLink.
- 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. Organizations will be required to contract LSUPD for any event outside building hours.
- Individual LSU students may request conference rooms with a minimum of three (3) LSU participants. The reservation cannot exceed four (4) hours and will be based on availability. These meetings cannot be for personal profit or gain. Meetings and events of registered student organizations, university departments, or confirmed off-campus entities will take priority over individual reservations. Audio visual equipment will not be provided.
- Any violation of policy will be documented in an email to the student organization contact, advisor, and other appropriate campus departments.



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BILLING POLICIES

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BILLING POLICIES

- All student organization reservations will be one of two billing categories:
 - **Category 1:** These meetings or events are hosted by an LSU student organization for an LSU audience. There is no charge for event space, equipment, furnishings, or personnel.
 - **Category 2:** These meetings or events are hosted by an LSU student organization and one or more of the criteria below apply. The organization will be charged a discounted rental rate as well as charges for equipment, furnishings, extended hours, and personnel.
 - Participant (or similar) fees are collected.
 - Goods or services are offered for sale or advertised at the event, even indirectly.
- **A reservation cannot be confirmed without billing arrangements being provided.** This includes billing address, billing contact, and required deposits. Meetings or events categorized as paid events will require a deposit of 100% of the room rental rate by 9:00 a.m. two business days preceding the event. All fees must be paid directly by the student organization. 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.
- 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.**
- Meetings or events that cancel after the deadline will result in a written warning (first offense), a cancellation fee of \$100 (second offense), loss of reservation privileges for one semester (third offense).
- Cancellations before the deadline will not incur any charges.
- The deadline is applicable for space held as a rain plan for outdoor events. Please disclose to LSU Auxiliary Services Event Management at the time of booking that your reservation is a rain plan for an outdoor event.



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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/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 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 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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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 (Paid Events)
Barataria	319	12	4	\$42
Caddo	305	14	6	\$42
Catahoula	302D	14	NA	\$42
Council	312	16	14	\$42
Orleans	302A	12	NA	\$42
Ouachita	302B	12	NA	\$42
Tchoupitoulas	452	12	12	\$42
Vermilion	308	8	NA	\$37
Capital Chamber*	329	64	30	\$184

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 for paid events.

**This room is not included as an option for individual student reservation.*

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	\$315**
Atchafalaya*	339	200	75	140	\$160
Magnolia*	301	300	100	135	\$210
Castilian*	304	50	36	NA	\$58
Feliciana	208	30	NA	NA	\$42
International*	303	80	35	40	\$58
Red River*	323	50	20	NA	\$45
Vieux Carre*	325	80	50	50	\$58

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 for paid events.*

***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.
- **Lobbies and Tiger Lair:** As the primary function of these areas is seating for meal periods, the Assistant Vice President of LSU Auxiliary Services must approve all events. Seating in these areas are fixed and cannot be moved. Public seating may not be reserved or restricted.
- **Live Oak Lounge, Stage, and Terrace:** As the primary function of this area is seating for meal periods, the Assistant Vice President of LSU Auxiliary Services must approve all events prior to any other necessary approvals. Seating in the Live Oak Lounge is fixed and cannot be moved. Public seating in the Live Oak Lounge may not be reserved or restricted. The terrace and patios can be reserved during normal business hours and with the approval of the Assistant Vice President of LSU Auxiliary Services. Picnic benches and other furnishings on the patios cannot be moved or removed from the area. Audio/visual equipment provided by the client or LSU Auxiliary Services can be used in this space.

LSU STUDENT UNION – OUTDOOR SPACES

- **War Memorial and Oak Grove:** As the primary function of this area is honoring fallen soldiers who have given their lives in service to the United States of America, the Assistant Vice President of Auxiliary Services must approve all events in this area.
- **Parade Ground:** The Parade Ground is divided into three sections: North, South, and East. LSU Facility Services must approve events by 9:00 a.m. two business days preceding the event. LSU Auxiliary Services does not provide any equipment or support for events in this area. Electrical hook ups and furnishings can be requested through LSU Facility Services.
 - Any tents, canopies, or other structures must be secured via a method that does not penetrate the surface of the ground. Acceptable methods include sandbags, water filled barrels, counterweights, etc. Digging or driving stakes into the ground is strictly prohibited.
 - Organized sports and cleats are not allowed.
- **Tower Drive:** The only reservable section of Tower Drive is between the parking gates. It can be reserved Monday – Friday between 8:30 a.m. and 4:00 p.m. Activities should not restrict traffic flow to handicap ramps on the sidewalks and an emergency vehicle needs to be able to pass at all times. Electrical hook ups and furnishings can be requested through LSU Facility Services. Parking attendants can be requested through LSU Parking. TigerLink approval is required.



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- **Free Speech Alley and Circle:** 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. In the case of inclement weather, there will not be indoor space available. Failure to properly clean up a reserved space after use may result in forfeiture of the right to utilize space in the future.

Groups may bring a 10x10 tent but it must be placed behind the table. Any tents or structures must be secured via a method that does not penetrate the surface of the ground. Acceptable methods include sand bags, water filled barrels, counterweights, etc.

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 a 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.