



E. J. Ourso College of Business

Business Education Complex – Spring 2021 Building Reservation Policy

- For the spring 2021 semester, BEC reservation requests will be accepted from E. J. Ourso College and LSU units only. The college is not taking reservations from outside entities at this time.
 - The outside entity policy will be re-evaluated in summer 2021.
- Reservation requests will be evaluated by the Event and Building Manager in the context of class schedules, other meetings and events, general building occupancy, and custodial team availability during the time of your request. Room availability alone does not authorize an approved reservation request.
- Event approval from the LSU EOC is required for all meetings and events with ten or more in-person attendees. The unit hosting the event/meeting is responsible for submitting the EOC request well in advance of the reservation date.
 - Proof of approval must be submitted by 9:00 a.m. two business days before your meeting or event, or your reservation will be cancelled. Please send your approval to danielle@lsu.edu and ahurd@lsu.edu.
- The LSU EOC regulations in place at the time of your event will dictate the approved capacity of all meetings and events held in the BEC.
- Available spaces in the BEC have a permanent set up that cannot be altered or moved for individual events at this time.
 - The only exception to the above is the addition of registration, catering, and auxiliary event tables. A college staff member will direct you to the best place to set up these tables, should they be requested.
- It is the event host's responsibility to ensure that all in-person attendees are following the current [CDC guidelines](#) for physical distancing and personal hygiene.
- Face coverings are required.
- Entities holding an event in the BEC are responsible for supplying hand sanitizer and other desired PPE.
- The E. J. Ourso College is not responsible for sanitizing the reserved space before or after the meeting/event time. Event hosts are responsible for cleaning the reserved space or arranging for LSU Facility Services to clean.
- All posted safety signage must remain in place and cannot be removed for events.

The E. J. Ourso College of Business has the right to cancel any previously scheduled meeting or event in the BEC in accordance with LSU EOC regulations. In the event of university closure, all previously scheduled reservations during that time will be cancelled, and rental fees (if applicable) will be refunded.