

MEMORANDUM TO: Off-Campus Groups

FROM: Office of Business Affairs

Request forms for use of LSU Eunice facilities and premises should be submitted to <u>cardoin@lsue.edu</u> at least two (2) weeks in advance of the scheduled event.

A certificate of liability insurance indicating the amount of insurance coverage should accompany the completed form. The amount of insurance coverage required is as follows:

Non-athletic events -- \$ 300,000

Athletic events ----- \$ 1,000,000

The form cannot be **approved** or **processed** until the **Certificate of Insurance** has been received. We advise you not to publicize any information about holding an event at LSU Eunice until you have received your approved copy from us. To indicate our approval, a copy of the signed form will be e-mailed to you.



LSU EUNICE AFFIRMATIVE ACTION/EQUAL OPPORTUNITY POLICY

Louisiana State University Eunice adheres to the principle of equal education, employment and promotion opportunity without regard to race, creed, color, national origin, sex, age, handicap, or veteran's status. The University is dedicated to the philosophy of providing opportunity for full participation and representation in all segments of its operation to every individual who possesses the required training and experience.

The University will provide equal opportunity for all qualified and qualifiable persons, and will

promote the realization of equal opportunity through positive, continuing training programs in all applicable departments.	
recognizes the LSU Eunice commitment to affirmative action/equal opportunity. Further, it recognizes that LSU Eunice is a state-operated institution.	-
does not discriminate in its membership, employment, activities, or in any other facets of its operation of the basis of race, creed, color, national origin, sex, age, handicap, or veteran's status.	
Requestor's Signature Date	

Request for Use of LSU Eunice Facilities and Premises

*Requests should be submitted at least two weeks in advance.

P. O. Box 1129 • Eunice, LA 70535

Phone: (337) 550-1227 • Fax: (337) 550-1450

Organization Sponsoring Event:

Name of Event:

Date(s): Time of event: from: to:

Additional Times Needed (rehearsal, setup, etc.):

Contact Person: Email:

Address:

Phone Number: Fax Number:

Room: Indicate specific room(s)

Is activity open to the general public:

Anticipated Attendance:

Will an admission be charged: If yes, how much per person:
Are visitor parking permits needed? If yes, how many?

Set-up Instructions:

Special Equipment:

Regulations governing the use of LSU Eunice facilities:

- 1. Off campus users will be required to reimburse the University for the cost of utilities, catering, janitorial, and security services, lifeguard pay, and any other direct costs.
- 2. The user(s) of University facilities or premises will not hold the University or any of its employees responsible for any accidents, bodily injury, or damage occurring in the preparation of, during, or after the use of facilities.

Off-campus groups must submit proof of adequate liability insurance (\$300,000 for non-athletic events or \$1,000,000 for athletic events)

LSU Eunice reserves the right to increase limits.

Signature of Individual Requesting Use of Facility:

3. Facilities/premises must be left in the same condition as previously existed, and the user(s) must accept responsibility for any damages occurring during the use of University property.

Date:

- 4. LSU Eunice reserves the right to refuse any request for use of its facilities/premises.
- 5. Pool use: 1 adult/10 children or 1 adult/6 children (below 3rd grade).
- 6. LSUE is a tobacco free campus. The use of tobacco products is prohibited.

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Vice Chancellor fo	or Business A	Affairs:		
				Facility Cost:



Jed Joubert - Director

jed.joubert@compass-usa.com

Office: 337-550-1280

Cell: 318-664-0684

ORGANIZATION: CONTACT PERSON: ADDRESS: E-MAIL: PHONE: FAX:				CONTRACT#: DATE OF EVENT: BUILDING: ROOM: GUEST COUNT: TIMES SET-UP: SERVICE: EVENT BEGINS: EVENT ENDS:			
			MEI	NU			
QUANTITY	ITEM				PRICE/ITEN	1	TOTAL
	,						
PLATES:	<u>I</u> pap	er	plastic	china	ceramic		
GLASSES:			plastic	glass			
UTENSILS:	silve	er	plastic				
LINENS:	рар	er	cloth				
DRINKS:	wat	ter	tea	soda	coffee		
Unless noted, plastic will							
Tablecloths wil be placed	i on jood tables onl	y uniess requ	iestea otnerv	1	E SUBTOTAL		
SETUP NOTES Please sign contract only when satified with finialization. Outside organizations must present checks within 30 days after the scheduled event has occurred.				FLORAL			
			ATTENDANT FEE				
				LINEN FEE			
Please review methods of payment for correct billing procedures, and call within 24 hours of receipt of this contract. Guests count must be guarnteed 72 hours in advance. Any charges made after the receipt of this contract may be subject to additional charges. Left over food items are the property of the purchaser. A replacement fee may be applied to all rentals for at the conclusion of the event.					CHINA FEE		
					CHANGE FEE		
				Al	AFTER HOURS TAX		
Cancellation less than 72 hours of the event may result in a 10% surcharge of the contract.							
					TOTAL DUE		
CLIENT SIGNATURE:					DATE:		
		ALL INVO	ICES MUST	RE PAID IN 30 DAYS			