



Louisiana House
 Home & Landscape Resource Center
Facility Rentals

Facilities are **FREE** for LSU AgCenter educational and professional activities only.

LSU and government entity educational and professional activities:

Rates	Teaching Center	Teaching Center & House (Exclusive use available Mon.-Tues. only)
Weekday		
4 hours	\$75	\$200
8 a.m.-5 p.m.	\$125	\$300
5 p.m.- 9 p.m.	\$125	\$300
Saturday 8 a.m.-5 p.m.	\$250	N/A

Commercial and private educational and professional activities:^{1,2,3}

Rates	Teaching Center	Teaching Center & House (Exclusive use available Mon.-Tues. only)
Weekday		
4 hours	\$150	\$400
8 a.m.-5 p.m.	\$250	\$600
5 p.m.- 9 p.m.	\$250	\$500
Saturday 8 a.m.-5 p.m.	\$500	N/A

¹Diamond Key Partners and Contributors receive two (2) free rentals/year.

²Diamond, Platinum and Gold Key Contributors receive 50% discount on rentals.

³Silver Key Contributors receive 20% discount on rentals.

All events/activities must be approved by LaHouse officials and/or LSU AgCenter Administration.
 The LSU AgCenter/LaHouse reserves the right to limit use of these facilities to events which it deems appropriate to support its mission.

As a general policy, the LaHouse property will not be available during official university holidays, the day before and the day after.

1. This table is provided for informational purposes. These prices are not all-inclusive and may vary depending on user's needs.
2. Exclusive use can only available when the facility is not scheduled for public open house.
3. A \$150 refundable security deposit may be charged to commercial and private users. Full amount is required at the time of final payment. The deposit will be returned within two weeks following the event provided there is no damage or abuse to LaHouse property.
4. Set-up costs will be determined based on labor at \$15.50/hour plus 10% administrative fee.
5. Basic rental fees include 1 hour for set-up and 1 hour for take-down. If the user needs additional time to accomplish set-up or take-down procedures, then an additional rental fee of \$30/hour will be charged.
6. After-hours and Saturday use: Security and LaHouse supervisory personnel is be required. All security is be provided by the LSU Police Department. The facility USER is responsible for scheduling and payment of security services. A confirmation of security must be sent to the LaHouse Coordinator at least two weeks prior to an event.

Definition of User Categories

1. **LSU AgCenter, LSU and government entity educational and professional activities:**
Includes activities in which LSU AgCenter, LSU and government entity employees are directly involved. Programs must have an educational or professional component to be considered in this category. Also includes: 1) organized activities of Extension and Experiment Station departments, 2) official activities conducted by the LSU departments or student organizations or 3) official activities of government entities.
2. **Commercial and private educational and professional activities:**
Includes meetings and educational events of commercial, non-government community and private organizations.

Related costs and fees

1. Cost of set-up and other operations to support activities will be computed by LaHouse using actual costs plus a 10% fee for supervision and administration. Other costs will be negotiated and included in the rental agreement. (Additional cleaning charges may be assessed, if necessary.)
 - a. Maintenance/custodial labor \$15.50/person/hour
 - b. Clerical/office staff \$20.00/person/hour
 - c. Information Technology (IT) AgCenter IT rate chart applicable
2. Security will need to be secured with the LSU Police Department. Payment for these services will be determined by the LSU Police Department and the USER. LaHouse will not be responsible for any security charges.
3. Coffee service fees will be \$10 per day.
4. After-hours facility host charges (after 5 p.m. on weekdays and on Saturday) \$25 for the first hour and \$20 for each additional hour.

General Guidelines on Facility Use and USER Responsibility

1. Ensure compliance with LSU AgCenter and LaHouse policies and procedures relative to operation of LaHouse.
2. To secure a reservation a payment equal to fifty percent (50%) of the rental fee, plus a \$150 refundable security deposit is required. The total due must be paid in-full two (2) weeks prior to an event date. Exceptions may be allowed for university Internal Transfers (ITs).
3. Completed reservation forms and set-up requirements must be turned into the LaHouse coordinator for a reservation to be confirmed. Failure to complete a reservation form may forfeit your event date/facility preference.
4. Assume responsibility for security of facility and equipment. This includes, but is not limited to, responsibility for all persons brought on the premises and theft of or damage to LSU AgCenter/LaHouse facility/furniture/equipment. In addition, no furniture or equipment is to be removed from the property. Please make sure all doors are locked when leaving the facility.
5. The facility must be left clean or clean-up fees will be assessed.
6. Provide appropriate supervision of event activities and participants.