



Ione E. Burden Conference Center

Burden Center
4560 Essen Lane
Baton Rouge, LA 70809
(225) 763-3990 Phone
(225) 763-3993 Fax

I. Ione E. Burden Conference Center Facility Use Policy

- A. Use of the Ione E. Burden Conference Center is subject to the approval of the LSU AgCenter. Reservations should not be considered confirmed until a written confirmation has been returned to the sponsoring group/individual. Burden Center reserves the right to substitute space assigned when circumstances necessitate.
- B. Facility use charges include the use of lobby and/or foyer space, conference room, parking lot, kitchen and outdoors cooking space/areas and routine janitorial services. Separate fees are charged for audio-visual equipment.
- C. Scheduling Burden Conference Center facilities is based on a first-come, first served basis. In order to reserve an event date, a completed reservation form and a fifty dollar (\$50.00) deposit is due immediately. Receipt of this deposit will confirm your date.
- D. The fifty dollar (\$50.00) deposit is fully refundable if the program is canceled five days (5) prior to the event. Programs that cancel within (5) days will forfeit the deposit.
- E. Burden Center is not responsible for any lost items left at Burden Conference Center.
- F. Groups or individuals must leave space neat and orderly. Groups or individuals are also responsible for damage to equipment and/or facilities.
- G. Facilities are available on a nondiscriminatory basis without regard to socioeconomic level, race, color, sex, religion, disability, national origin and may not be used by any individual or organization that discriminates in membership or in practice against any of the above mentioned.
- H. Day events are considered events booked **Monday through Friday from 7:00 a.m. until 4:30 p.m.** and are charged \$250 per day. LSU and LSU AgCenter will be charged \$100 per day. Events that need the room longer than 4:30 p.m. will be charged an additional \$100 per hour fee beginning at 4:30 p.m.

- I. **Night/Weekend events** are considered events booked **after 4:30 p.m. Monday through Friday and all day on Saturdays and Sundays.** These events are charged the regular \$100 per hour fee with a **minimum of four (4) hours.**

- J. **All events have to end at 11:00 p.m. daily.** No exceptions. If your event is scheduled to end at 11:00 p.m. there will be a late fee assessed for leaving after 11:00 p.m. of \$100.

- K. The following is prohibited:
 - i. **No Smoking** inside the Burden Conference Center, please use appropriate ashtray located on the front entrance patio
 - ii. No party confetti of any kind
 - iii. No double sided tape allowed on any surface, especially the tablecloths
 - iv. No boiled crawfish inside the Burden Conference Center, it is allowed at outdoor events only

- L. The Burden Conference Center will provide an LSU Police Officer for all events that serve alcoholic beverages. An LSU AgCenter host will be present for all other events.

I, the undersigned, have read and understand the provisions of this agreement (Section I.) as stated in this document and will comply with these provisions.

Signature _____ Date _____
Signature of Person Requesting to Use Facilities

II. Audio-Visual Equipment

- A. 35 mm Slide Projector _____ \$15
- B. Overhead Projector _____ \$15
- C. LCD Projector and Laptop _____ \$150
- D. TV/VCR _____ \$25
- E. Copying _____ \$0.05 per page
- F. Fax Pages _____ \$1.00 per page
- G. Easel No charge
- H. Podium/Microphone No charge

Day Event and Night/Weekend Event Contact Information

Today's Date _____

Event Title _____

Contact Person _____

Phone #'s _____ **FAX#** _____

Billing Address: _____

III. Day Event Information (Mon. – Fri. 7:00 a.m. – 4:30 p.m.)

Date(s) of Event _____

Event Type

_____ LSU or LSU AgCenter program, meeting, seminar, etc. (\$100 per day)

_____ Commercial or Private Event (\$250 per day)

Set-up Times

Time: Start: _____ Finish: _____

Event Times

Time: Start: _____ Finish: _____

Number of people attending: _____

IV. Night/Weekend Event Information (after 4:30 p.m. Mon. – Fri. and weekends)

Date(s) of Event _____

Event Type

_____ LSU or LSU AgCenter program, meeting, seminar, etc. (\$50 per hour)

_____ Commercial or Private Event (\$100 per hour)

Set-up Times

Time: Start: _____ Finish: _____

Event Times

Time: Start: _____ Finish: _____

Number of people attending: _____

