

**July 1, 2009 – June 30, 2010**

**RULES AND RENTAL FEES**

**For Use of  
John M. Parker  
Coliseum Complex**



**Louisiana State University AgCenter**

**Louisiana Cooperative Extension Service**

**JOHN M. PARKER COLISEUM COMPLEX**

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The John M. Parker Coliseum, built in the 1930s, is where the livestock shows, horse shows and other activities are held. It has an arena 250 feet long and 125 feet wide, which is surrounded by an amphitheater that seats 6,756. Until the Maravich Assembly Center was built, the Parker Coliseum was Louisiana State University's primary place for assembling large crowds for all kinds of activities and entertainment.

The Livestock Show Office houses a permanent staff, which manages the shows and educational activities of the complex.

Adjoining the east end of the coliseum is a stock exhibit building in which livestock are housed. This barn has had several additions through the years, most notably in 1948, 1952, 1980 and 1995. It now has more than 300 stalls.

On the south side of the coliseum, directly across the street, is the Harry B. Nelson Memorial Building. It is used almost everyday of the year by some element of the university community. Seating capacity in Nelson Memorial is 130 people, theater style. It was built in 1957 by Mr. Nelson's family, primarily for youth activities.

Also, to the south side of the Parker Coliseum are the Sheep & Swine Barn and the Mini Farm Building. The Sheep and Swine barn was built in 1976. It includes a judging ring, spectator seating, and 584 pens for sheep and swine. The building called the Mini Farm was built in 1979 and is used for various functions.

The John M. Parker Coliseum Complex is an integral part of the entire university community and is used almost continually throughout the year.

## DAILY RENTAL FEES

**All Events/Activities must be approved by the director of the LCES and/or the chancellor of the LSU AgCenter.** The LSU AgCenter reserves the right to limit use of these facilities to events which it deems appropriate to its missions to support Louisiana agriculture, conduct research and extension activities, develop natural and human resources, and support other segments of the LSU System.

**As a general policy, the Parker Coliseum Complex will not be available during official university holidays, the day before and the day after.**

CATEGORY	COLISEUM	S/S BUILDING	NELSON MEMORIAL	MINI FARM
I. LSU AgCenter & LSU Sponsored Educational Activities (LSU Risk Management insured activities)	\$350/day+ Set-up & Cleanup costs	\$175/day+ Set-up & Cleanup costs	\$100/day+ Set-up & Cleanup costs	\$125/day+ Set-up & Cleanup costs
II. Other: Non-Commercial Activities. (Insurance required)	\$700/day+ Set-up & Cleanup costs	\$350/day+ Set-up & Cleanup costs	\$250/day+ Set-up & Cleanup costs	\$350/day+ Set-up & Cleanup costs
III. Commercial Activities (Insurance required)	\$1750/day+ Set-up & Cleanup costs	\$575/day+ Set-up & Cleanup costs	\$400/day+ Set-up & Cleanup cost By Management Approval Only	\$925/day+ Set-up & Cleanup costs

1. This table is provided for informational purposes. These prices are not all-inclusive and may vary depending on user's needs.
2. Refer to related costs/fees on pages 3.
3. Any individual, company, organization, or association wishing to rent any of our facilities may be asked to supply three references.
4. After Hours and Weekend Use: Security & AgCenter supervisory personnel will be required. All security will be provided by the LSU Police Department. USER of the facility is responsible for scheduling and payment of security services. A confirmation of security must be sent to the Livestock Show Office at least two weeks prior to event.
5. Set-up costs will be determined, e.g., based on labor at actual overtime pay of employee plus 10 percent administrative fee.
6. Vendors associated with rental are subject to booth space fees (see p. 5).
7. Move in and move out allowance is equivalent to the set-up and clean-up times for the Livestock Show Office staff. If the user needs other time to accomplish move in and move out procedures, then additional rental at half the user's daily rate **will be charged**.

**NOTE:** There is no fee to use the John M. Sullivan Conference Room, the Judges Room and the **small** room in Nelson Memorial.

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## DEFINITIONS OF EVENT CATEGORIES

1. **LSU AgCenter & LSU Campus Educational and Professional Activities:** Includes activities in which the LSU employees are directly involved. Programs must have an educational or faculty professional component to be considered in this category. Also includes: 1) organized activities of extension divisions and experiment station departments; 2) activities of student organizations within the College of Agriculture; and, 3) activities conducted by the LSU Baton Rouge campus departments or student organizations that are not part of the College of Agriculture.
2. **Other: Non-Commercial Activities:** Includes: meetings, functions, events and fund raising activities of community and state organizations.
3. **Commercial Activities:** Includes trade shows, tailgate parties, fund-raising events and other activities not directly related to agriculture or LSU, whose primary purpose is to produce profits or to promote a commercial product or service.

## RELATED COSTS/FEEES

1. Cost of set-up and other operations to support activities will be computed by the Livestock Show Office using actual costs plus ten percent (10%) for supervision and administration. Other costs will be negotiated and included in the rental/use agreement. **(Additional cleaning charges will be assessed, if necessary.)**
  - a. Maintenance/custodial labor \$20 per person per hour
  - b. Clerical/office labor \$25 per person per hour
  - c. Tractor or skid loader with attachments and operator \$40 per hour (one hour minimum)

Stall, exhibit space and motor home rental rates will be published for each event.
2. The Livestock Show Office reserves the right to all revenues from food concessions and program sales.
3. Stalls, cattle tie space, coop space and pen space (S & S Barn) will be an additional charge (\$30 per stall, \$5 per cattle tie space, \$1 per coop space and \$5 per pen space, per event). Adjustments may be made, depending on length of show.
4. Table rental charges are \$5 per table per event and chair rentals charges are \$2 per chair per event.
5. RV site rental will be \$35 per night or show minimum determined by show.
6. PA system will be charged at \$150 per day of use.
7. Security will need to be secured with the LSU Police Department. Payment for these

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services will be determined by the LSU Police Department and USER. The Livestock Show Office will not be responsible for any security charges.

8. Coffee will be charged at \$20 per pot (up to 50 cup capacity).
9. After Hours Facility Host charges (after 5:00 p.m. on weekdays and on Saturdays & Sundays) actual overtime cost of employee.

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## **GENERAL GUIDELINES ON FACILITY USE & USER RESPONSIBILITIES**

1. Ensure compliance with LSU AgCenter and Livestock Show Office policies and procedures relative to operation of the facilities.

If weekday activity, keys to facility must be picked up at the Livestock Show Office between 8:00 a.m. and 4:30 p.m. Keys for weekend activity should be picked up by 4:30 p.m. on Friday and returned by 8:30 a.m. on Monday. A **fee of \$100** will be charged for lost or non-returned keys. A lost determination will be made after three (3) working days.)

2. The contact person shall furnish the Livestock Show Office with an illustrated detail setup for the building they are requesting. This setup must be received **a minimum of 10 working days prior** to the event. A copy of schedule of activities for the event must accompany this setup.
3. Assume responsibility for **security** of facilities and equipment. This includes, but is not limited to, responsibility for all persons brought on premises and theft of or damage to LSU AgCenter facility/furniture/equipment. In addition, no tables or chairs are to be removed from any facility. Please make sure all doors are locked when leaving the facility.
4. Maintain a 30 foot fire lane around buildings.
5. No extensions cords can be run outside the barn or in alleyways.
6. No livestock will be permitted in the RV parking lot.
7. **No food can be sold except by authorized concessionaires.** Event coordinator to provide food concession operator with the daily closing time needed.
8. Facility will be **left clean or cleanup fees will be assessed.**
9. Provide appropriate supervision of event activities and participants.
10. Notify the Livestock Show Office immediately of injuries and accidents and provide a written report within 72 hours of occurrence.
11. Payment for use of facilities will be made at the conclusion of an event. All invoices must be paid within (30) thirty days of event date.
12. Completed reservation forms and set-up requirements must be turned into the LSO for a reservation to be confirmed. Failure to turn in a reservation form may forfeit your event date/facility preference.
13. Crawfish boils are not permitted in Nelson Memorial.
14. No tape, nails, tacks, etc. will be permitted on the walls of Nelson Memorial or the 4H Mini Farm.

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## **VENDOR RENTAL RATES**

1. Educational display on east side of the Livestock Show Office:
  - Reserve one for official photographer - No Charge
  - Reserve one for official video if contracted for the show - No Charge
2. Educational displays by cooperating agricultural organizations (breed associations, etc.) and agricultural student organizations approved by the Livestock Show Coordinator:
  - No charge, if space is available.
3. Display (No sales with deliveries during the show. Sales with deliveries after the show are permitted. Exhibitor must furnish tables and all display equipment):
  - 10' x 10" space under barn with one (1) table and up to 2 chairs - \$30/day
  - 10' x 20' space under barn with two (2) tables and up to 4 chairs - \$60/day
  - 10' x 20' space under barn with three (3) tables and up to 6 chairs - \$90/day
  - Approximately 400 square feet outside of barn - cost \$60 per day
4. Vendor Sales Under Barn:
  - 10' x 10" space under barn with one (1) table and up to 2 chairs - \$30/day
  - 10' x 20' space under barn with two (2) tables and up to 4 chairs - \$60/day
  - 10' x 20' space under barn with three (3) tables and up to 6 chairs - \$90/day
  - Approximately 400 square feet outside of barn - \$60 per day

### In Parker Coliseum Arena:

- 100 square feet - \$35 per day
- Over 100 – 400 square feet - \$90 per day
- Over 400 – 800 square feet - \$180 per day
- Over 800 – 1,600 square feet - \$350 per day
- Over 1,600 square feet - \$600 per day

NOTE: All vendors **MUST** provide the LSU AgCenter with a copy of liability insurance requirements (p. 6) and other insurance coverage **BEFORE** specific show.

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## GENERAL LIABILITY INSURANCE

The USER shall procure and maintain for the duration of this agreement such general liability and property damage insurance, including operation of motor vehicles, with limits as hereinafter provided, which will cover the USER's and Owner's legal liability arising out of the use of the facilities of the CENTER and by anyone directly or indirectly employed by any of them for claims for damages for bodily injury, including accidental death, as well as claims for property damages, which may arise from operations under this agreement. The limits of such insurance shall be as follows:

- **GENERAL LIABILITY INSURANCE:** in the amount not less than \$1,000,000 combined single limit per occurrence for bodily injury, personal injury and property damage.
- **WORKERS' COMPENSATION AND EMPLOYERS LIABILITY:** Workers' Compensation Limits as required by the Labor Code of the State of Louisiana and Employers Liability coverage. USER is to provide the CENTER with a **CERTIFICATE OF INSURANCE** from his insurance Agent or Agents indicating the above coverage at least ten days (10) before the scheduled event. The cost of such insurance shall be borne by the USER. Certificate of Insurance should name **Louisiana State University Board of Supervisors** as co-insured.

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## **RULES FOR USE OF PARKER COLISEUM COMPLEX**

- Fire Lane - No parking will be permitted within 30 feet of barns.
- Extension cords cannot be connected to the barn or placed on the ground in the barn.
- Running, rollerblading, skate boarding, bicycles and motorized two-wheeled vehicles are prohibited in the barn and coliseum.
- Do not climb on fences and stalls in the barn.
- Livestock are not allowed in the camper lot.
- Dogs are not allowed in the coliseum, and dogs on the show grounds must be on a leash.

## **ALCOHOL USE ON LSU AGCENTER PROPERTY**

Louisiana State University AgCenter requests that all USERS of LSU AgCenter facilities agree to the following:

That all Louisiana State and East Baton Rouge local laws and ordinances must be observed and that the organizer of the event will be responsible for seeing that these are observed.

There shall be no sale of alcohol during the duration of the event held at the LSU AgCenter facilities to individuals other than those registered to attend the scheduled event.

There shall be no sale or service of alcoholic beverages to minors during the event held at the LSU AgCenter facilities.

The renting body will provide security to check identification of age for each individual attending event. Security will need to be responsible for ensuring that no one under the age of 21 will consume alcohol at event.

Security will need to be present the entire run of the event.

All Alcoholic beverages must be served in a specifically designated area and must be well-lit to provide adequate supervision.

Alcoholic beverages are to be consumed within the rented building only.

Food and non-alcoholic beverages must be provided during event hours.

No illegal activities will take place on the grounds of the LSU AgCenter.

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**Inquiries may be directed to:**

**LSU AGCENTER  
LIVESTOCK SHOW OFFICE**

**Post Office Box 25058  
Baton Rouge, LA 70894-5058**

**Phone: (225) 578-2255**

**Fax: (225) 578-4101**

**Dwayne Nunez  
Manager**

**Parking Instructions:**

4. All lots reserved for students and faculty require LSU parking credentials.
5. Livestock show parking decals are required for the following lots: Show Office lot, Nelson Memorial lot, north parking lot, rodeo producer lot; and shall be issued at the discretion of the Livestock Show Office.
6. Parking decals are required for exhibitor parking lots or for overflow camper parking area on Nicholson Extension.
7. All trailers must be parked in areas designated by LSO.

**No Exceptions: Trailers parked in any undesignated area will be impounded and towed by LSU Police.**