

**JOHN M. PARKER COMPLEX
RESERVATION FORM**

Please contact the Livestock Show Office for Reservation cost for facility.
Contact can be made by calling (225) 578-2255.

Name of Organization: _____

Organization Contact: _____

Billing Address: _____

Phone: () _____

Fax: () _____

Email address: _____

We would like to reserve the following:

_____ 4H Mini Farm	Date: _____	Time: _____
_____ Nelson Memorial	Date: _____	Time: _____
_____ Nelson Memorial Small Room	Date: _____	Time: _____
_____ Coliseum	Date: _____	Time: _____
_____ Barn	Date: _____	Time: _____
_____ Sheep & Swine Building	Date: _____	Time: _____
_____ Judge's Room	Date: _____	Time: _____
_____ John S. Sullivan Room	Date: _____	Time: _____

Indicate Method of Payment:

_____ Budget Code # _____ Name of Department: _____
_____ Check _____ Cash

*** After 5:00 p.m. on weekdays and on Saturdays & Sundays, a facility attendant may be required. This requirement will be at the discretion of the LSU AgCenter. We will provide you an attendant who will be available to assist you with facility problems and secure building at the end of your event at \$25 for the first hour and \$15 for each additional.**

*** Security is mandatory for all weekend and evening activities held at the Livestock Show Office facility. Security will need to be arranged by the USER with the LSU Police Department. Confirmation of security will need to be sent to the Livestock Show Office within two weeks of event date. Payment for security will not be the responsibility of the livestock Show office or AgCenter.**

Completion of this reservation form does not guarantee availability of facility requested. Confirmation of your reservation will be sent to you by the Livestock Show Office once approved. For detailed events a formal contract may be required for rental purposes.

I have read the Livestock Show Office policies and agree to follow the policies for the duration of my event

_____ Date _____
Authorized Representative of Organization/Department

Reservation Confirmation: *(Confirmation of your above reservation has been approved by signature below)*

_____ Date _____
Representative of the Livestock Show Office

**JOHN M. PARKER COMPLEX
RESERVATION RENTAL POLICIES**

1. Ensure compliance with LSU AgCenter and Livestock Show Office Policies and procedures relative to operation of the facilities.
2. 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 activities must be picked up by 4:30 p.m. on Friday and returned by 8:30 a.m. on the following Monday. A fee of \$100 will be charged for all non-returned keys. A key is considered unreturned after three business days.
3. The contact person shall furnish the Livestock Show Office with an illustrated detail setup for the building with their reservation request. The setup can be changed until 10 working days prior to the event. A copy of the schedule of activities for the event must accompany setup.
4. Assume responsibility for security, facility 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 a facility.
5. Facility will be left clean or a cleanup fee will be assessed.
6. Alcohol use during events held at the Livestock Show Office must follow LSU campus and AgCenter alcohol policies. An alcohol policy form must be completed by renter for AgCenter records.
7. Provide appropriate supervision of event activities and participants.
8. Maintain a 30 foot fire lane around building.
9. No extension cords can be run outside the barn or in alleyways.
10. Notify the Livestock Show Office immediately of injuries or accidents and provide a written report within 72 hours of occurrence.
11. No food can be sold except by authorized concessionaires. Event coordinator is required to provide food concession operator with the daily schedule to accommodate operation hours.
12. Usage of the John M. Parker facilities is subject to the approval of the LSU AgCenter. Reservations should not be considered confirmed until an approval signature has been returned to the sponsoring group/individual. The University reserves the right to substitute space assigned when circumstances necessitate.
13. Charges will be assessed at the end of an event to ensure that there are no additional charges for cleanup or damages. A \$50.00 deposit is required of all outside organizations using the Livestock Show Facilities. The deposit is fully refundable if the program is canceled.
14. General Liability Insurance Certificate from an insurance agent or agents in the amount not less than \$1,000,000 combined single limit per occurrence for bodily injury, personal injury and property damage must be presented to the AgCenter at least ten (10) days before the scheduled event. The cost of the insurance shall be borne by the USER. Certificate of Insurance should name **Louisiana State University Board of Supervisors** as co-insured. *For more details on insurance needs, see Rules and Rental Fees, page 6.*
15. No tape, nails, tacks, etc. of any kind my be used on the walls of the 4-H Mini Farm.

I have read and agree to the above reservation policies.

Authorized Representative of Organization/Department

Name (print): _____

**JOHN M. PARKER COMPLEX
RESERVATION NEEDS**

Meeting Needs:

Chairs:

Number Needed _____

Tables:

Number Needed _____

Setup Requirements: *Please include drawing of setup on facility floor layout.*

_____ Classroom Setting Number of People _____

_____ Conference Setting Number of People _____

_____ Banquet Setting Number of People _____

_____ Reception Setting Number of People _____

Coffee: (\$10.00 fee for each pot)

_____ Number of pots Time you would like prepared _____

AV Needs:

_____ Screen _____ Sound System

_____ Podium

Livestock Show Needs:

_____ **Sound System**

_____ **Stalls/Number Needed**

_____ **Cattle ties/Number Needed**

_____ **Poultry Coops/Number & type needed**

_____ **Pen Spaces/Number Needed (goats, sheep, hogs)**

_____ **Shavings/number of bags needed (including arena area & pens)**

_____ **Vendor Space (list type of vendor sales, i.e. – trailers, tack, jewelry)**

_____ **Maintenance/custodial labor**

_____ **Clerical labor**

Please include any additional needs to conduct event (i.e. – WW panels, sales arena, roping chutes, etc.)

NOTES: