



FOR OFFICE USE ONLY	Reservation # _____
	Date / Time Received _____
	Student Activities Director _____
	Security Required _____

STUDENT ORGANIZATION ROOM RESERVATION REQUEST FORM

(All requests must be made by the organization president.)

1) Organization Information

Organization Name: _____

2) Contact Information (President)

Name: _____ Phone: _____

LSUS Email (required for confirmation): _____

3) Reservation and Event Information

Event Name: _____ Number Attending*: _____

Event Date(s): First Choice _____ Second Choice _____

Room Requested: First Choice _____ Second Choice _____

[If multiple dates are needed for regular meetings, please attach a multiple date reservation request form(s).]

Reservation Time (includes time for setup/tear down)

Event Time (actual event time)

Start Time: _____ End Time: _____

Start Time: _____ End Time: _____

Open to (Circle): Public Members and Invited Guests Members Only

*Will you be charging for this event? ___ Yes ___ No If yes, how much: _____

Please describe your event in detail: _____

Will you have a speaker at your event? If so, please list the speaker's name and title: _____

Will you be selling any items?* ___ Yes ___ No Will you have food at your event? ** ___ Yes ___ No Will your event have catering? ** ___ Yes ___ No If Yes, is The Port catering? ___ Yes ___ No	* Security may be required. The need for security at your event will be determined per University Center Security Policies. Charges apply. ** Insurance is required for outside food and beverage.
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4) Room Arrangement (choose one)

As is Classroom Conference Empty Rounds of 6 Rounds of 7
 Rounds of 8 Theater Style U-Shaped Empty Square Diagram (please ask for layout)
 Unknown or TBD at this time
 Other _____

5) Audio / Visual Needs (charges may apply)

Microphone Wireless Lapel Mic Wireless Handheld Mic Easel
 Computer LCD Projector Screen, Portable TV / VCR / DVD
 A/V Cart Podium Portable Sound System (*AV Tech Required*)
 Other _____

6) Personnel

A/V Tech (charges apply)

(Please review and sign page two of this form.)

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7) Agreement of Services

- A. Deadline for reservations and changes to reservations:
 - 1. For reservations on Monday, Tuesday, Wednesday, Thursday and/or Friday: 9:00 a.m. two business days preceding.
 - 2. For reservations on Saturday and Sunday: 9:00 a.m. on the Thursday preceding.
 - 3. Equipment rentals and changes to reservation details must be finalized by 9:00 a.m. of the business day preceding the event. For events on Saturday and Sunday equipment rentals and reservation details must be finalized by 2:00 p.m. on the Thursday preceding the event.
 - 4. Large events require ten (10) business days. Large events to be determined by the Director of UC Operations and Program Services.
- B. A reservation request is not a confirmation of space reserved. If you do not receive a confirmation e-mail, please contact the University Center for more information.
- C. Rooms requested will be scheduled whenever possible. The University Center reserves the right to assign a different room when necessary.
- D. Reserved space will be held for a minimum of thirty (30) minutes from the reservation start time. If at that time a representative has not shown for the reservation booking, the space may be released. See section O for additional information.
- E. The University Center can only provide for its customers based upon the information supplied. Therefore, we ask that users be as complete and accurate with the information provided. While every effort will be made to accommodate all requests, the University Center **cannot** provide for all requests.
 - 1. Late requests and changes will be reviewed on a case-by-case basis, and will be accommodated if possible.
- F. Upon approval and once confirmed, meeting rooms will be available for the reserved time only. Reserved time should be specified by the reserving party on the request form.
- G. The reserving party is responsible for clean up and leaving the room in the same condition as the room was at the beginning of the reservation. Damage to rooms or equipment will be billed to the reserving party and must be paid prior to their next scheduled event. In some cases, misuse of rooms and equipment may result in loss of privileges in the University Center.
- H. Signs, banners or other decorative items shall **NOT** be taped, tacked, glued or otherwise attached to walls, ceilings, columns, tables, etc. unless otherwise approved. Only upon approval of UC Operations personnel shall items be hanged. All items that are approved must only be attached with sticky tack or gaffers tape.
- I. The University Center charges 20% of gross sales for any items **AUTHORIZED** to be sold in the University Center. Student organizations may be exempt from this charge upon approval of the Director of UC Operations and Program Services.
- J. If you select a caterer other than The Port, the University Center must receive a Certificate of Liability Insurance from the caterer in the amount of one million dollars no later than ten (10) business days prior to the event. You must inform the University Center if you decide to have your event catered after filling out this form.
- K. Hours of Operation:
 - 1. Normal operating hours for the University Center are as follows:
 - a) Sunday, Monday, Tuesday, Wednesday and Thursday
 - i. 8:00 a.m. to 10:00 p.m.
 - b) Friday and Saturday
 - i. 8:00 a.m. to 11:00 p.m.
 - 2. Hours may vary on Friday, Saturday and Sunday depending on events scheduled in the University Center.
 - 3. Events that may extend past normal operating hours must be approved by the Director of UC Operations and Program Services
 - a) Additional hours before or after normal operating hours will be charged in one hour increments.
 - b) Additional hours are \$75.00 each.
- L. If you or any of your event attendees are disabled and need assistance, please contact our office at least two (2) business days prior to your event.
- M. All monies owed for an event must be paid and all reservation details should be finalized ten (10) business days prior to your event unless otherwise arranged through the University Center.
- N. Cancellations:
 - 1. All cancellations for events on Monday, Tuesday, Wednesday, Thursday and/or Friday must be made in writing from the organization president at least four (4) hours prior to the scheduled event. For events on Saturday and/or Sunday, cancellations must be received no later than 4:30 p.m. on the Friday preceding the scheduled event.
 - a) You may e-mail your cancellation to UC@lsus.edu. Please include the date, time, room and reservation number.
 - 2. Events that are **NOT** cancelled as per the regulations above may be counted as a "No Show" (see no show policy below).
- O. No Show Policy:
 - 1. Organizations that fail to show up for a reservation booking within thirty (30) of the reservation start time, fail to cancel ahead of time, make reservations past the deadline stated above or use a room or rooms without making a reservation may receive a "no show" for their reservation booking.
 - 2. Organizations that receive two no show bookings in one semester will forfeit any future reservations for that semester. This will be known as a "No Show Forfeit."
 - 3. During the semester that an organization has a no show forfeit, no additional reservations for the current or any future semesters will be granted.
 - 4. At the beginning of the next semester following a no show forfeit, an organization may then begin reserving space in the University Center.
- P. Alcohol is strictly prohibited at all student organization events.
- Q. The University Center is not responsible for any personal effects or possessions left on the premises.

By signing this reservation request form, you agree to the general conditions as stated on this form and the policies of the University Center. Furthermore, you and your organization accept responsibility for any and all expenses incurred. If you have any questions or concerns about your reservation or University Center policies, please contact the University Center.

Signature of Organization President

Date

Attention: UC Operations
University Center
LSU Shreveport
 One University Place
 Shreveport, LA 71115
 E-mail: UC@lsus.edu
 Telephone: 318.797.5393
 Facsimile: 318.798.4103