Facility Rental Inquiry Form

LSU Museum of Art
AT THE SHAW CENTER FOR THE ARTS

Thank you for considering the LSU Museum of Art for your event. Request one of the rental spaces by completing this Facility Rental Inquiry Form. Email this form to Renee' Bourgeois, Coordinator, Events & Marketing of Facility Rentals renee@lsu.edu or call for more information 225-389-7206.

This form is an inquiry and does not bind either party to use of facility space or dates. The LSU Museum of Art may or may not grant the request.

A certificate of liability insurance is required as stated in the LICENSE FOR USE OF FACILITIES AND PREMISES AGREEMENT from the renter. The caterer is required to be on the LSU list of approved licensed caterer's. The LSU Museum of Art requires a deposit of one-half of the invoice total at the time the Agreement is signed.

Please allow three (3) working days for notification of approval of Facility Rental Inquiry. Space and date is not confirmed until contract is signed and deposit is received. This must be done within two (2) weeks of receipt of Agreement.

Renters agree to follow the LSU Museum of Art policies and procedures and will be denied continued use to any user who is not complying.

Organization	**Type**	**Address**
First Name	**Last Name**	**Title**
Phone	**Mobile**	**Email**

Event Date	**Start Time**	**End Time**	**Expected number of attendees**

Are you a member of the LSU Museum of Art? ☐ **Yes** ☐ **No**
If no, would you like to become a member and receive a 20% discounted off the space fees only? ☐ **Yes** ☐ **No**

Event Title and description

Caterer: (LSU Licensed Caterers list must be used)

Other requirements: Available tables, chairs, and podium included in rental fees, client responsible for set-up & breakdown)
Other items available at an additional cost upon inquiry.

Space requested

☐ Paula Garvey Manship Floor, LSU Museum of Art, 5th Floor (accommodates 400) NOT available for weddings / receptions

☐ Alfred C. Glassell, Jr. Board Room, 3rd floor (accommodates 25)

☐ Bert and Sue Turner Gallery & Glassell Boardroom, 3rd floor (accommodates 150)

☐ Pennington Rooftop Terrace 6th floor (accommodates 300)
(Call Tsunami at 225-346-5100 for Rooftop Rentals)

For more information about museum rental spaces, contact Renee' Bourgeois, Coordinator, Events & Marketing of Facility Rentals 225-389-7206; renee@lsu.edu.