

# LSU Museum of Art Adult Group Reservation Form



**Reservations:** We recommend that reservations be made at least three weeks in advance for groups of 10 or more. Reservations must be made by mail, fax, or email. We do not accept phone reservations at this time. Groups who arrive without a reservation will not receive the group discount, will not have the option of a guided tour, and may have to wait to be accommodated.

**Fees:** Groups of 10 or more adults receive a discounted admission of \$5 per person.

**Deposits:** After we schedule your reservation, you will receive a confirmation form. Please look over this form, sign it, and return it with a \$50 deposit, which is required to hold your reservation. This deposit pays for 10 people. On the day of your visit, you only pay for any additional people. Deposits are non-refundable for groups that cancel with less than two weeks notice or who do not keep their reservation. **Please don't send your deposit with this reservation form.**

**Cancellations:** Prompt notification of your cancellation enables other groups to schedule a visit. Please call: 225-389-7207 or email lgaut@lsu.edu. Failure to notify the museum of a cancellation will result in the forfeiture of your deposit.

**Unexpected delays:** If you are running late on the day of your reservation, please notify LSU MOA immediately: 225-389-7207 or lgaut@lsu.edu. Depending on the length of your delay, we may or may not be able to accommodate your original reservation.

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Name of Group

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Name of Contact

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Address

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City

State

Zip

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Phone

E-mail Address

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Alternate Phone

Fax

## Group Information

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Number in Group	1 <sup>st</sup> Date Choice	Start time	-	End time
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<input type="checkbox"/> Self-guided tour	<input type="checkbox"/> Guided tour	2 <sup>nd</sup> Date Choice	Start time	-	End time
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Purpose of tour:

Special needs or concerns:

I would like information about renting spaces for a meeting or function at the LSU Museum of Art.

Completed reservation forms can be **mailed** to:

Group Tours  
LSU MOA  
100 Lafayette St., 3<sup>rd</sup> Floor  
Baton Rouge, LA 70801

or **Fax:** 225-389-7219

or **E-mail:**

**Guided tour:** lgaut@lsu.edu

**Self-guided:** lrusso@lsu.edu