

LSU Museum of Art University Group Reservation Form



Reservations: We recommend that reservations be made at least two weeks in advance. 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: Fees vary depending on the purpose for your visit. Classes that tour an entire exhibition will be charged a student group rate of \$3 each. There is no fee for those classes who need access to just a few pieces in an exhibition or the permanent collection.

Deposits: If your group will be charged admission fees, a deposit of \$45 is required to hold your reservation. After we schedule your visit, you will receive a confirmation form. Please look over this form, sign it, and return it with your deposit. This deposit pays for 15 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 do not keep their reservation.

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.

Faculty Teaching Assistant

Name of Contact

Name of Univeristy

Department

Class

Address

City

State

Zip

Phone

E-mail Address

Alternate Phone

Fax

Group Information

Number in Group

1st Date Choice

Start time

-

End time

Self-guided tour

Guided tour

2nd Date Choice

Start time

-

End time

I want my group to tour the whole exhibition (\$3 per person) focus their attention on the following pieces (free):

At least one of the above pieces isn't currently on exhibition. Please reserve the study room. (Max.15 students)

Purpose of visit:

Special needs or concerns:

Completed reservation forms can be mailed to:

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

or Fax: 225-389-7219
or E-mail: lgaut@lsu.edu