



LSU Museum of Art Rental Space Information and Guidelines

Overview

Designed to take full advantage of its location overlooking the Mississippi River in the Shaw Center for the Arts, LSU provides a number of elegant settings for special events. Magnificent spaces are available during and after normal business hours for guided tours, private evening events, and corporate galas, including receptions, meetings and seated dinners. We are happy to conduct a personal tour of the facilities to aid in planning your event. Contact Renee' B. Payton, Marketing Director/Rental Space Coordinator 225-389-7206, renee@lsu.edu.

To use one of the LSU spaces in the Shaw Center for the Arts, you will need to complete a Facility Rental Application Form. Approval or denial of application will be received by the prospective client in writing from the LSU Museum of Art Events Coordinator. Please allow 10 working days after the completed application is received for notification. LSU reserves the right to deny the use of its facilities to any person or organization at any time and to deny the continued use of said facilities to any user who does not comply with LSU policies and procedures.

Description of Rental Spaces

The Charles Phelps Manship, Jr. Floor, 3rd Level Historic Auto Hotel

Located on the third level of the Auto Hotel, The Charles Phelps Manship, Jr., Floor offers the Bert and Sue Turner Gallery. The Gallery is 2,000 square feet of open space with sweeping views of Lafayette Park and the Mississippi River adjoining the beautiful Alfred C. Glassell, Jr. Board Room, (800 square feet) which seats up to 30 people comfortably.

The Paula Garvey Manship Floor, Fifth Level

Offering breathing taking exhibition space in our community, the astounding Paula Garvey Manship fifth floor is located in the cantilever section of the new Shaw Center for the Arts. Home of the LSU Museum of Art's permanent collection and host to a variety of traveling exhibitions, the museum displays works in 14 different galleries with soaring, 16-foot ceilings and stunningly beautiful lighting. The galleries compose the largest contiguous area of the center. Upon entering the lobby, visitors will be greeted with a spectacular view of Mississippi River.

The Irene W. Pennington Rooftop Terrace and Sculpture Garden

The sixth level features the Irene W. Pennington Rooftop Terrace and Sculpture Garden. In addition to a fine destination restaurant, this area provides an interesting space for corporate events and social occasions. Dramatic views of the Mississippi River, the Old State Capitol, the treetops of Lafayette Park, the Louisiana Art and Science Museum and Irene W. Pennington Planetarium, the U.S.S. Kidd and vistas south toward LSU will captivate visitors. The Rooftop Terrace and Sculpture Garden can be set up for spectacular outdoor dining and entertainment.

Rental Guidelines (varies depending on location of space)

1. In addition to the Shaw Center for the Arts Guidelines, the following restrictions apply.
2. Use of space for political, commercial or any type of fundraising is prohibited.
3. Smoking is prohibited in all areas of the museum.
4. Prior approval is required for music and volume levels, and photography.
5. Events serving food and/or drink must utilize a caterer listed on the LSU Approved Caterer List. Menus should be forwarded to the museum rental space coordinator office two (2) weeks prior to the event for approval. Candle warmers, candles, and deep fat frying equipment are prohibited. ALL foods should be pre-cooked. **Food and drink are not allowed in the exhibition areas.** Red wine and red-pigmented beverages, foods and sauces are prohibited in all areas of the museum. White and light pink blush wines are acceptable. Canned beverages are prohibited in all areas of the museum. Liters and bottled beverages are acceptable.
6. Sparklers, bird seed, rice, glitter, and other such confetti are prohibited.

7. The renter is responsible for providing catering and technical support for the event.
8. Renters and/or their caterers are responsible for all damage to facility surfaces, furniture, chairs, and equipment.
9. Clean-up service will be provided; however, renters and caterers are responsible for the removal of all trash, and renter will be charged for extraordinary cleaning.
10. The renter and/or their caterer is responsible for complying and enforcing all federal laws, rules, regulations and university policies concerning alcoholic beverages. To serve alcoholic beverages, an application must be submitted at least three 3 weeks prior to the event and approved by the Office of the Chancellor of LSU no later than 10 days prior to an event. No alcoholic beverages may be sold at any event held in the museum. **Service of alcoholic beverages must be discontinued 30 minutes prior to the end of the event.**
11. Renters and/or their caterers may not move, touch or otherwise handle artwork.
12. Tables, chairs, food service, etc., must be at least 5 feet from artwork.
13. In the Turner Gallery, food and beverage serving tables may not be places along the north wall (opposite the windows).
14. Licensee agrees to maintain at all times during event liability insurance with Louisiana authorized insurers as stated in contract page 2 #5.

Rental Fees

Unless otherwise noted, fees are based on a 3 hour minimum rental, not including 2 hours for set-up and 1 hour clean-up. An additional 15 percent facility fee is accrued for exceeding the 3-hour event contract.

Irene W. Pennington Rooftop Terrace and Sculpture Garden	\$500/hour
Paula Garvey Manship Floor, 5 th floor	\$500/hour
Haas Russell Museum Gallery, 5 th floor	\$300/hour
Bert and Sue Turner Gallery & Boardroom, 3 rd floor	\$325/hour
Bert and Sue Turner Gallery, 3 rd floor	\$275/hour
Alfred C. Glassell, Jr. Board Room, 3 rd floor	\$125/hour

Additional charges for security (\$25 an hour), janitorial service (\$20 an hour), and one staff on duty during event (flat fee \$150) not included in rental cost. A deposit of 50 percent is required for all events and is due with signed contract in the form of a check made payable to the LSU Museum of Art. LSU offers a 10 percent discount to not-for-profit organizations and 20% discount to LSU Museum of Art Members.

Cancellation

In case of cancellation by Licensee, any related costs incurred in preparation for the Event are the responsibility of Licensee. With a 60-day cancellation notice, LSU Museum of Art will provide a deposit refund minus (1) one hour rental. For purposes of the delays in this paragraph, all calendar days are counted. All payments become nonrefundable thirty (30) calendar days prior to the Event.

Rental Application

To use one of the LSU spaces in the Shaw Center for the Arts, you will need to complete a **Facility Rental Application Form**. This document will include details of your selected caterer, photographer, florist, entertainment, etc. Approval or denial of application will be received by the prospective client in writing from the LSU Museum of Art Rental Space Coordinator. Please allow 10 working days after the completed application is received for notification. LSU reserves the right to deny the use of its facilities to any person or organization at any time and to deny the continued use of said facilities to any user who does not comply with LSU policies and procedures.

Once LSU has approved the event, the LSU **License for Use of Facilities and Premises** will be developed based on the tentative details of your event(s). Your signature on these documents, along with the specified deposit and certificate of liability insurance documentation as outlined in the above agreements, will confirm your space reservation.

For more information about rental spaces, please contact the LSU Museum of Art Marketing Director\Rental Space Coordinator at 225-389-7206 or email renee@lsu.edu.