

LSU Museum of Art Facility Rental Application Form



Request one of the rental spaces at the LSU Museum of Art (LSU MOA) in the Shaw Center for the Arts, by completing this Facility Rental Application Form.

Fax this form to Renee' B. Payton, Marketing Director\Rental Space Coordinator: 225.389.7219.

This form is an application and does not bind either party to use of facility space or dates. LSU MOA may or may not grant the request.

A certificate of liability insurance is required for facility rentals from the renter and caterer is required to be on the LSU list of licensed food caterer's. LSU MOA requires a security deposit to provide against damage to the space or contents and/or guarantee the payment of any unpaid bills.

Please allow fifteen (10) working days for notification.

Renters agree to follow the LSU MOA policies and procedures. LSU MOA 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 MOA policies and procedures.

Organization

Address

Contact person

E-mail

Phone

Fax

Mobile

Date and time requested

Number of people

Description of event:

Preferred Caterer: (you must contact caterer)

Other requirements (AV equipment, tables, chairs, podium, music, tenting, etc.): Renter responsibility, the museum does not supply these items.

Space requested

Paula Garvey Manship Floor (400 person max)

Large Museum Gallery (200 person max)

Bert and Sue Turner Gallery (200 person max)

Alfred C. Glassell, Jr. Board Room (25 – 30 person max)

Rooftop Terrace and Sculpture Garden (300 person max)

For more information about museum rental spaces, contact Renee' B. Payton, Marketing Director\Rental Space Coordinator: 225.389.7206; renee@lsu.edu.