



COOPERATIVE EXTENSION

FACILITIES
REQUEST
FORM
FOR EMPLOYEES

Please use this form to request use of our facilities: **Edmond Arena or Multi-Purpose Building (Baker, LA).**

Note: All requests are based on availability. Actual reservations are booked on a first-come, first-serve basis. The Facility Request Form must be signed by the Supervisor and all other signatures, prior to usage and returned to the Southern University Ag Center, at least 1 month (4 weeks) prior to the date of the activity to ensure reservation of space. Security is required for events after 5:00 p.m. Monday through Thursday and for the duration of the event Friday through Sunday.

PLEASE PROVIDE THE FOLLOWING INFORMATION:

First Name: _____	Last Name: _____	Organization/Dept: _____	
Address: _____	City: _____	State: _____	Zip: _____
Phone: _____ (____) _____	Fax: _____ (____) _____	Email Address: _____	

FACILITY REQUESTED (CHECK ONE PLEASE):

- Edmond Arena (Baker, LA)
- Multi-Purpose Building (Baker, LA)

Date of Event: _____ Size of Group: _____

Is technology/audio equipment needed? Yes No

COMPLETE THIS SECTION (PLEASE NOTE REQUIREMENTS IF EVENT EXTENDS BEYOND 5:00 PM):

Day 1: _____	Time In: _____	AM <input type="checkbox"/> PM <input type="checkbox"/>	_____	Time Out: _____	AM <input type="checkbox"/> PM <input type="checkbox"/>
Day 2: _____	Time In: _____	AM <input type="checkbox"/> PM <input type="checkbox"/>	_____	Time Out: _____	AM <input type="checkbox"/> PM <input type="checkbox"/>
Day 3: _____	Time In: _____	AM <input type="checkbox"/> PM <input type="checkbox"/>	_____	Time Out: _____	AM <input type="checkbox"/> PM <input type="checkbox"/>
Day 4: _____	Time In: _____	AM <input type="checkbox"/> PM <input type="checkbox"/>	_____	Time Out: _____	AM <input type="checkbox"/> PM <input type="checkbox"/>
Day 5: _____	Time In: _____	AM <input type="checkbox"/> PM <input type="checkbox"/>	_____	Time Out: _____	AM <input type="checkbox"/> PM <input type="checkbox"/>

PURPOSE:

PROPOSAL LAYOUT OF FACILITY FOR EVENT:



COOPERATIVE EXTENSION

FACILITIES
REQUEST
FORM
FOR EMPLOYEES

AGREEMENT FOR FACILITY USE:

Please initial the blank area(s) acknowledging the terms of agreement.

- _____ 1.) I understand that it is my responsibility to have the room setup and arranged.
- _____ 2.) I agree to clean up the facilities after use.
- _____ 3.) I agree to return all chairs and other items to their original location.
- _____ 4.) I agree to remove all materials and garbage from the area at the end of the event.
- _____ 5.) I will not nail or paste anything on the walls.
- _____ 6.) I agree not to exceed the time limit agreed upon for the event.
- _____ 7.) I understand that if the number of participants exceeds that which is indicated or exceeds room capacity, my request may be denied, or I may be asked to vacate the building.
- _____ 8.) I agree to stay in the designated area assigned and not roam the building without proper escort.
- _____ 9.) I agree to the possibility of charges for damaged property.
- _____ 10.) I agree not to operate technology equipment.
- _____ 11.) It is my responsibility to coordinate security with the SU Police Department.

APPROVALS*:

Requestor	_____	_____
	<i>Name</i>	<i>Date</i>
Supervisor/ Vice Chancellor	_____	_____
	<i>Name</i>	<i>Date</i>
Facility Manager	_____	_____
	<i>Name</i>	<i>Date</i>
Director of Technology	_____	_____
	<i>Name</i>	<i>Date</i>
SU Police Department	_____	_____
<i>(For afterhours/weekends)</i>	<i>Name</i>	<i>Date</i>
Vice Chancellor Extension & Outreach	_____	_____
	<i>Name</i>	<i>Date</i>
Chancellor-Dean	_____	_____
	<i>Name</i>	<i>Date</i>

***Note: All scheduled signatures must be made prior to using the facilities.**



COOPERATIVE EXTENSION

FACILITIES
REQUEST
FORM
FOR EMPLOYEES

A \$250.00 deposit is due upon reserving the facilities. Deposits are refundable only with a notice of cancellation received in writing, at a minimum of thirty days before the event.

Payments must be in the form of a money order.

Cancellations must be made in writing a minimum of thirty days before the event or the deposit will not be refunded.

The entire balance of the rental agreement is due at least 10 days before the event.
Payments must be in the form of a money order.

The renter will be financially responsible for any damage to the facilities.

Total Amount Due: _____

Deposit Received: _____ (Date)

Total Amount Due Minus Deposit: _____

Final Payment Due: _____ (Date)
(10 days before event)

Received by: _____



COOPERATIVE EXTENSION

FACILITES REQUEST FORM FOR EMPLOYEES

FACILITIES RENTAL RATE SHEET

LIVESTOCK ARENA (M. A. EDMOND LIVESTOCK ARENA) RENTAL RATE:

<p>Youth "ONLY" Sponsored Events: The enclosed arena is 65,000 sq. ft. facility located on a 15-acre site. Arena size is 140' x 250' with a balcony seating capacity of 1,800. Amenities include internal and external P.A. Sound System. *10 x10 horse stalls are also available for rental.</p>	<p>SU System Campus Usage: \$600.00 (8 hours maximum) \$75.00 (each additional ½ hour)</p>	<p>Non-SU System Users*: \$800.00 (8 hours maximum) \$75.00 (each additional ½ hour)</p>
<p>Open Sponsored Events: The enclosed arena is 65,000 sq. ft. facility located on a 15-acre site. Arena size is 140' x 250' with a balcony seating capacity of 1,800. Amenities include internal and external P.A. Sound System. *10 x10 horse stalls are also available for rental.</p>	<p>SU System Campus Usage: \$800.00 (8 hours maximum) \$200.00 (each additional hour)</p>	<p>Non-SU System Users*: \$1,000.00 (8 hours maximum) \$200.00 (each additional hour)</p>
<p>*60 – 10'x10' Horse Stalls</p>	<p>SU System Campus Usage: \$100.00 Per Stall (All Day)</p>	<p>Non-SU System Users*: \$100.00 Per Stall (All Day)</p>

MULTI-PURPOSE BUILDING (BAKER, LA) RENTAL RATE:

<p>120-seat total capacity. The room can be laid out in a classroom setting with tables and chairs or rows of chairs can be set-up for a lecture style setting. Amenities include podium setup, microphone, Audiovisual equipment, DVD decks, 70"x70" projection screen, projector/computer connection (s) – HDMI, and internet access, if requested.</p>	<p>SU System Campus Usage: \$850.00 (8 hours maximum) \$75.00 (each additional ½ hour)</p>	<p>Non-SU System Users*: \$1,050.00 (8 hours maximum) \$75.00 (each additional ½ hour)</p>
---	---	---

**A \$250.00 deposit is due at booking.
Balance is due in full 10 days before the event.
Money Orders ONLY!**



f t @suagcenter su_agcenter . . . CONNECT WITH US . . . www.suagcenter.com

Southern University Agricultural Research and Extension Center and the College of Agricultural, Human and Environmental Sciences is an entity of the Southern University System, Orlando F. McMeans, Chancellor-Dean, Dennis J. Shields, System President, Myron K. Lawson, Chairman, Board of Supervisors. It is issued in furtherance of the Cooperative Extension Work Act of December 1971, in cooperation with the U. S. Department of Agriculture. All educational programs conducted by the Southern University Agricultural Research and Extension Center and the College of Agricultural, Human and Environmental Sciences are provided to people of all ages regardless of race, national origin, or disability.