

Facility Rental Application Form



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

Fax this form to Renee' B. Payton, Coordinator, Events & Marketing of Facility Rentals: 225-389-7219.

This form is an application and does not bind either party to use of facility space or dates. LSU Museum of Art 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 approved licensed food caterer's. LSU Museum of Art requires a security deposit to provide against damage to the space or contents and/or guarantee the payment of any unpaid bills.

Please allow five (5) working days for notification. Space and date is not confirmed until contract is signed and deposit is paid.

Renters agree to follow the LSU Museum of Art policies and procedures. LSU Museum of Art 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 Museum of Art policies and procedures.

Organization	Address	
Contact person	E-mail	
Phone	Fax	Mobile
Date and time requested	Number of people	

Are you a member of the museum? Yes No
If no, would you like to become a member and receive a discounted rate? Yes No

Description of event:

Preferred Caterer: (you must contact caterer, LSU licensed and approved list provided)

Other requirements: (available tables, chairs, and podium included in rental fees)

Space requested

- Paula Garvey Manship Floor, LSU Museum of Art – 5th Floor (accommodates 400)
- Alfred C. Glassell, Jr. Board Room 3rd floor (accommodates 25)
- Bert and Sue Turner Gallery 3rd floor (accommodates 150)
- Pennington Rooftop Terrace 6th floor (accommodates 300) (Call Tsunami at 225-346-5100 for Rooftop Rentals)

For more information about museum rental spaces, contact Renee' B. Payton, Coordinator, Events & Marketing of Facility Rentals 225-389-7206; renee@lsu.edu.