

FACILITY CONTRACT

SMITH-BROWN MEMORIAL UNION
P.O. Box 10004 - Jesse N. Stone Avenue
Southern University - Baton Rouge, Louisiana 70813
(225)771-2608 -- Fax (225)771-3432

Be it known that on this ____ day of _____, 20____, the Smith-Brown Memorial Union of Southern University-Baton Rouge, Louisiana, hereinafter sometimes referred to as the **“LESSOR”** and _____

Sponsor, Organization or Department /LESSEE

Whose Address is _____

City _____ State _____ Zip Code _____

and whose telephone is (____) _____ and (fax) (____) _____

hereinafter sometimes referred to as the **“LESSEE”** do hereby enter into contract under the following terms and conditions:

For and in consideration of the sum hereinafter specified, the LESSOR grants to the LESSEE the use of the following facilities under the supervision of the LESSOR: (place “x” as applicable)

Royal Cotillion Ballroom [☐] Blue & Gold Room [☐] Continental Room [☐]

Mocha Room [☐] Henton Room [☐] Lake Front Room [☐] Exhibit Booth [☐]

Type of Program

Estimated Attendance _____

Requested By _____

Day & Date of Event _____ **Time of Event** _____ **to** _____
Beginning Ending

Set-up _____

Chairs _____ Tables _____ PA System _____ Yes _____ No _____ Lectern _____ Yes _____ No _____

Total Charges \$ _____ Less Deposit Paid \$ _____ Balance Due \$ _____

Balances due must be paid at least ten (10) working days before the event by Cashier Checks(s) or Money Orders **ONLY**. Overtime charges will be assessed and must be paid promptly. Deposit will not be refunded if event is not canceled at least twenty-one (21) days prior to scheduled event.

All catering must be requested through **ARAMARK FOOD SERVICE**. You may call the office for further details at (225)771-2363.

Alcoholic Beverages are: () FORBIDDEN () PERMITTED

Security () is / () is not required for this activity. When required, you must report to the Campus Police Department for further instructions at (225)771-2770.

LESSEE agrees not to damage, mar or deface in any manner, Smith-Brown Memorial Union premises or equipment and shall neither cause nor permit anything to be done whereby the said premises or equipment shall be in any manner injured, damaged, marred or defaced, nor shall **LESSEE** drive or permit to be driven into any part of the building or equipment any nails, hooks, tacks or screws, nor shall **LESSEE** make or allow to be made any alteration of any kind therein without express permission of the **LESSOR**. Damage to building or equipment shall be the sole liability of the Lessee who hereby agrees unequivocally to reimburse **LESSOR** for the cost of repairing damage to building or equipment.

If the leased premise or any portion of the Smith-Brown Memorial Union is damaged by the act, omission, default or negligence of the **LESSEE** or the **LESSEE's** agents, subcontractors, employees, patrons, invitees, guests or any person admitted to said premises by the **LESSEE**, the **LESSEE** will pay to the **LESSOR**, upon demand, in cash, a sum equal to the cost of repairing and restoring the premises to its condition as of the time of commencement of this lease, or the **LESSEE** at the option of and with approval of the **LESSOR**, will make or cause to be made such repairs or restoration at **LESSEE's** expense. The **LESSOR** may require **LESSEE** to present proof of insurance to use the premises.

This contract shall begin on the _____ day of _____, 20_____ and shall terminate on the _____ day of _____, 20_____. **LESSEE** must comply with all rules, regulations and policies attached hereto and those which govern the Smith-Brown Memorial Union.

THUS DONE AND SIGNED at Baton Rouge, Louisiana on this the ____ day of _____, 20_____

LESSEE:

By: _____

PRINT NAME _____

LESSOR:

By: _____

Joyce L. Coleman
Union Operations Manager

By: _____

Witness

By: _____

Chief, Campus Police Department

Note: LESSOR reserves the right to require other approvals and proof of liability insurance.

**SOUTHERN UNIVERSITY
SMITH-BROWN MEMORIAL UNION**

PRICE & CAPACITY SCHEDULE

ROOMS	Commercial Rate *	Institutional Rate **	University Activity Rate***
Royal Cotillion	\$950	\$350	N/C
Mocha Room	\$350	\$100	N/C
Blue & Gold	\$350	\$100	N/C
Continental	\$300	\$100	N/C
Exhibit Booth	\$50/Day	\$25	\$25

A deposit of \$100.00 is required for confirmation of space when there is a rental charge.

*** Commercial Rate**

Any person/organization leasing facilities for a non-University related function (i.e., Weddings/Receptions, Banquets)

**** Institutional Rate**

Groups unaffiliated with the University sponsored by a Student Organization or University Department (i.e. Departmental/Organizational fund-raisers, Retirement Parties, Departmental/Organizational Christmas Parties, professional conferences hosted by University Departments/Organizations whenever registration fees are collected or admission charged.)

***** University Activity Rate**

(i.e. Student related functions, official student events, registered students organizations when there is no charge for admission or registration.)

TIME LIMIT: 1 - 4 Hours **OVERTIME:** Begins at 12 Midnights

SEATING CAPACITY

Royal Cotillion Ballroom - Auditorium Style - (500) Royal Cotillion Ballroom - Banquet Style - (350)
Mocha Room - Banquet Style - (60) Blue and Gold Room - Luncheon Style - (70) Continental Room - Luncheon Style - (26)