



# FACILITY CONTRACT

## SOUTHERN UNIVERSITY AND A&M COLLEGE

SMITH-BROWN MEMORIAL UNION – UNIVERSITY EVENT CENTER – MAGNOLIA ROOM  
P. O. Box 10004 -- Jesse N. Stone Avenue  
Baton Rouge, Louisiana 70813  
(225) 771-2608 -- Fax (225) 771-3432

Be it known that on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_, the \_\_\_\_\_ of Southern University-Baton Rouge, Louisiana, hereinafter sometimes referred to as the “LESSOR”

and \_\_\_\_\_ (Requestor, Sponsor, Organization or Department)

Whose address is \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_, and whose telephone

number is \_\_\_\_\_ and (fax) \_\_\_\_\_

hereinafter referred to as “LESSEE” do hereby enter into contract under the following Terms and Conditions: This contract shall begin on the \_\_\_ day of \_\_\_\_\_, 20\_\_\_ and shall be terminated on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_. Lessee must comply with all rules, regulations and policies attached hereto and those which govern the aforementioned building. 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:

- Jaguar Annex
- Blue & Gold Room
- Front Courtyard
- Jaguar Express
- Mocha Room
- Camellia Room
- Back Courtyard
- Magnolia Room
- Royal Cotillion Ballroom
- Lakefront Room
- Lacumba Play Pin
- Continental Room
- Baton Room
- University Event Center

Date of Event \_\_\_\_\_ Time of Event \_\_\_\_\_ to \_\_\_\_\_  
Beginning Ending

Estimated Attendance \_\_\_\_\_ Name of Event \_\_\_\_\_

### PURPOSE

The lessee has requested and the lessor hereby authorizes the lessee to use the aforementioned facility for the purpose of:

\_\_\_\_\_  
\_\_\_\_\_

### FEES

Faculty/ Staff: Name \_\_\_\_\_ Department: \_\_\_\_\_

Alumni Federation  Individual Lessee  Other \_\_\_\_\_

Rental Fee \$ \_\_\_\_\_ Additional Room Fee \$ \_\_\_\_\_ Audio-Visual Fee \$ \_\_\_\_\_ Set-Up Fee \$ \_\_\_\_\_

Additional Hours \_\_\_\_\_ at \$75.00(per hour) = \$ \_\_\_\_\_ Custodial(s) \_\_\_\_\_ at 25.00(per hour) = \$ \_\_\_\_\_

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

Payments: \_\_\_\_\_

Balances due must be paid at least fourteen (14) days before the event by Cashier Checks or Money Orders ONLY. Overtime charges and custodial fees will be assessed and must be paid promptly. **The \$200.00 reservation deposit is nonrefundable.**

**SOUTHERN UNIVERSITY POLICE DEPARTMENT**

Security is required for this activity and must be provided by the campus police department, unless stated otherwise by the Southern University Police Department. Payment arrangement for security is solely between lessee and Southern University Police Department (SUPD). Number of Officers \_\_\_\_\_ at \$30.00 per hour (minimum of 4 hours) for a total of \$\_\_\_\_\_. Officers must be paid prior to the day of your event. Failure to pay officers will result in termination of your lease, and forfeiture of your rental fees.

\_\_\_\_\_  
Print

\_\_\_\_\_  
Chief, Campus Police Department or Designee

\_\_\_\_\_  
Date

**ALL CATERING MUST BE REQUESTED THROUGH ARAMARK FOOD SERVICE.** You may call the office for further details at (225)771-2363 or you may go online at <https://subr.catertrax.com/>.

**INSURANCE, LICENSES, AND PERMITS**

The lessee must secure and furnish the University with proof of insurance by a company acceptable to the University. All necessary licenses and permits that are required to conduct business in the State of Louisiana and East Baton Rouge. It is the responsibility of the lessee to keep current and available, verification of its possession of all licenses and/ or permits at all time during the term of your contract. **Southern University must be included as a named insured on all insurance policies required under this contract.** The required licenses, and permits must be submitted at least two (2) weeks prior to the event.

\_\_\_\_\_  
Name of Insurance Company

\_\_\_\_\_  
Policy Start and End Date

**ALCOHOL POLICY**

Alcohol is not permitted on the campus of Southern University and A&M College without the prior approval from the President/Chancellor. Lessee seeking approval to serve alcoholic beverages, must take this lease to the third floor of the J.S. Clark Administration Building to obtain approval signature.

[ ] This is a Non Alcoholic Event \_\_\_\_\_

\_\_\_\_\_  
Signature of Lease

\_\_\_\_\_  
Lessor

Alcoholic Beverages will be [ ] Forbidden [ ] Permitted \_\_\_\_\_

\_\_\_\_\_  
Vice Chancellor for Student Affairs and Enrollment Management Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
President/Chancellor Signature

\_\_\_\_\_  
Date

**LESSEE** agrees not to damage, nor in any manner deface aforementioned building 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 any nails, hooks, tacks or screws in any part of said building or equipment, 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 sole liability of the Lessee who agrees unequivocally to reimburse LESSOR for the cost of repairing damage to building or equipment.

If the leased premise or any portion of the aforementioned building 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.

**EQUIPMENT/SERVICES PROVIDED BY LESSEE**

The lessee shall provide, at the lessee’s own expense, any and all required equipment that the University cannot provide except as an additional expense to the lessee. Prior to the installation of any equipment, the lessee agrees to secure approval and clearance from the facility manager prior to the day of the event.

**RESERVATION DIAGRAM**

All layouts must be submitted to the lessor 7 days in advance. **THERE WILL BE NO CHANGES MADE TO THE SET-UP ON THE DAY OF THE EVENT.**

**CANCELLATION**

Cancellation of event must be received within 30 days of event in order to be eligible to receive a full refund on any payments made (**NOT TO INCLUDE DEPOSIT. DEPOSITS ARE NON-REFUNDABLE**).

Cancellations received after the stated deadline will not be eligible for a refund. Cancellations will be accepted fax or e-mail, and must be received by the stated cancellation deadline. The aforementioned building reserves the right to cancel an event. If the aforementioned building cancels an event, lessee will receive a full refund.

**WRITTEN NOTICE**

All notices shall be in writing and be sufficiently given to the parties at the addresses set forth below:

**University**

Southern University and A & M College  
Smith-Brown Memorial Union  
500 Jesse Stone Avenue  
P. O. Box 9270  
Baton Rouge, LA 70813  
Phone: (225) 771-2029  
Fax: (225) 771-3432

**Lessee**

\_\_\_\_\_  
Name  
\_\_\_\_\_  
Address  
\_\_\_\_\_  
City, State Zip Code  
\_\_\_\_\_  
Email Address

**SEVERABILITY**

This contract is governed by the laws of the State of Louisiana. The presence in the text of this contract of any clause, sentence, provision, paragraph or article held to be invalid, illegal or ineffective by a court of competent jurisdiction shall not impair, invalidate or nullify the remainder of this agreement. The effect of any such holding shall be confined to the portion held to be invalid.

By signing below, lessee agrees that this contract shall be construed in accordance with and governed by the laws of the State of Louisiana. The lessee shall seek, in writing, the advance written approval for the University regarding any change, modification, or alteration of any aspect of this contract.

**THUS DONE AND SIGNED** at the Smith-Brown Memorial Union on the campus of Southern University and A&M College in Baton Rouge, Louisiana on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

**LESSEE:**

\_\_\_\_\_  
Print Signature Date

**LESSOR:**

\_\_\_\_\_  
Print Signature Date