



# 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 5:00pm Monday through Friday and for the duration of the event Saturday and 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: \_\_\_\_\_

## 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:

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



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## 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 without prior consent
- \_\_\_\_\_ 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

## FACILITIES RENTAL RATE SHEET

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

<p><b>Youth "ONLY" Sponsored Events:</b> 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><b>SU System Campus Usage:</b> \$600.00 (8 hours maximum) \$100.00 (each additional hour)</p>	<p><b>Non-SU System Users*:</b> \$800.00 (8 hours maximum) \$100.00 (each additional hour)</p>
<p><b>Open Sponsored Events:</b> 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><b>SU System Campus Usage:</b> \$800.00 (8 hours maximum) \$200.00 (each additional hour)</p>	<p><b>Non-SU System Users*:</b> \$1,000.00 (8 hours maximum) \$200.00 (each additional hour)</p>
<p><b>*60 – 10'x10' Horse Stalls</b></p>	<p><b>SU System Campus Usage:</b> \$100.00 Per Stall (All Day)</p>	<p><b>Non-SU System Users*:</b> \$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><b>SU System Campus Usage:</b> \$600.00 (8 hours maximum) \$100.00 (each additional hour)</p>	<p><b>Non-SU System Users*:</b> \$800.00 (8 hours maximum) \$100.00 (each additional hour)</p>
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