

## LOUISIANA RESOURCE CENTER FOR EDUCATORS MEETING ROOM USAGE POLICY EFFECTIVE NOVEMBER 2011

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The **Louisiana Resource Center for Educators (LRCE)** provides the use of its meeting rooms on a reserved basis to organizations, school districts and individual schools.

Individual members cannot reserve meeting rooms nor can rooms be reserved for purposes other than those which reflect the mission of the reserving organization as a whole.

LRCE reserves the right to refuse a reservation at its discretion.

**I. LRCE MEMBER USAGE:**

The LRCE membership fee for organizations and schools is \$300 per school or organization for a 12-month period. Each \$300 membership fee will entitle the organization or school to 24 hours of complimentary meeting room usage. The complimentary hours must fall within LRCE's hours of operation. The following meeting room fee schedule will apply to each member school or member organization after the use of the initial 24 hours of meeting time:

Meeting room . . . . . \$ 12.50 per hour/ per room

**II. NON-MEMBER USAGE:**

Meeting room requests from non-member schools or organizations will be reviewed on a case-by-case basis by the LRCE Director of Membership Services. If approved, the requesting entity will be charged as follows:

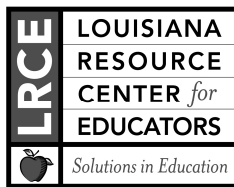
Meeting room . . . . . \$ 25 per hour/ per room

**III. BEFORE or AFTER HOURS MEETINGS**

Organizations that meet before or after LRCE's hours of operation will be charged \$25 per hour, regardless of membership status.

**IV. LRCE HOURS OF OPERATION**

- A. Monday – Friday . . . . . 8 a.m. – 5 p.m.
- C. Saturday . . . . . 10 a.m. – 5 p.m.
- D. Sunday . . . . . Closed



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### V. ROOM ARRANGEMENT

- A. LRCE will provide tables and chairs. The user is responsible for arranging the furniture in the room(s) and returning the room to its original formation.
- B. Any equipment or displays brought in for a meeting must be removed at the end of the meeting.

### VI. CLEAN UP PROTOCOL

- A. Meeting room(s) must be cleaned after usage. This includes clearing any clutter, food, drinks, cans, cups, bottles, paper, spills, etc.
- B. Kitchen facilities must be cleaned and utensils used by the group must be cleaned and put away.

**LRCE will set up / take down a room for a \$50 charge.**

### VII. RESTRICTIONS

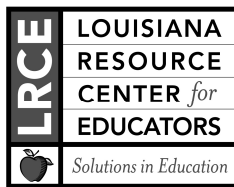
- A. **LRCE does not provide any audiovisual equipment except for LCD projectors.**
- B. **Only Mavalous Tape** may be placed in or on doors, walls, or furniture.
- C. **No** lighted candles or flames are to be used in the LRCE meeting rooms.
- D. **No** smoking is allowed in the LRCE building or outside its entrance. Smoking is allowed only in the LRCE's designated smoking area.
- E. Alcoholic beverages are not allowed in the LRCE building or parking lot.
- F. **LRCE does not provide any office equipment such as hole punchers, staplers, etc.**
- F. **No** supplies, such as paper, pens, markers, easel pads, etc. are provided free of charge by LRCE.
- H. LRCE is not liable for lost or stolen items, or for personal injury to anyone attending a meeting at LRCE.

### VIII. FOOD & BEVERAGES

- A. Prepared food and catered food are allowed.  
**Caterers must pick up leftover food, catering containers, etc. the day of the meeting.**
- B. Groups may bring their own beverages and supplies.

### IX. CODE OF CONDUCT

- A. Groups using LRCE's meeting room(s) are responsible for maintaining order.
- B. Appropriate conduct is expected as a condition of room use.



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### X. SUPERVISION OF CHILDREN UNDER THE AGE OF 18

- A. At least one adult must be present and responsible for any event involving persons under the age of 18.
- B. LRCE **does not** provide childcare services.
- C. When visiting LRCE, children under 18 **MUST** be accompanied by an adult **at all times**.
- D. LRCE staff reserves the right to request that you and your party leave if these rules are not followed.

### XI. NOISE CONSIDERATIONS

- A. D.J.s and/or bands are not permitted.
- B. Groups should not be heard outside of their meeting room(s).
- C. Groups **may not** meet in the hallways.

### XII. DAMAGE TO FACILITY

- A. Groups will be liable for any damages caused to the facility.

### XIII. ADDITIONAL FEES

- A. Coffee can be provided by LRCE at a cost of \$10/thermos (15-18 cups). This cost includes supplies, such as cups, cream and sugar, etc.