

LOUISIANA RESOURCE CENTER FOR EDUCATORS MEETING ROOM USAGE POLICY EFFECTIVE JULY 1, 2009

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 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:

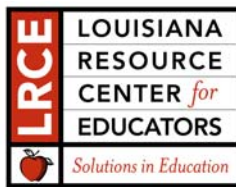
Meeting room \$ 25 per hour/ per room

III. CANCELLATIONS POLICY

- A. Organizations that cancel a meeting(s) less than 72 hours (three business days) prior to an event will be charged the full rental fee.

IV. LRCE HOURS OF OPERATION

- A. Monday – Friday 8 a.m. – 6 p.m.
- C. Saturday 10 a.m. – 5 p.m.
- D. Sunday Closed



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V. ROOM ARRANGEMENT

- A. Set-up of the room(s) is the responsibility of the user.
- B. Any equipment or displays brought in for a meeting must be removed at the end of the meeting.
- C. 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.

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.
- C. All tables must be wiped clean.
- D. **Waste must be placed in bags and taken to the dumpster located on the Cloud side of the LRCE building.**

VII. RESTRICTIONS

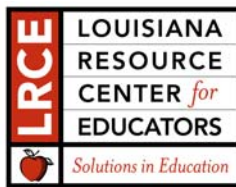
- A. **LRCE does not provide any audiovisual equipment except for LCD projectors. A TV/VCR may be available upon request.**
- B. **Only Mavalous Tape** may be placed in or on doors, walls, or furniture.
- C. **No** lighted candles or flames are to be used in the LRCE meeting rooms.
- D. **No** smoking is allowed in the LRCE building or outside its entrance. Smoking is allowed only in the LRCE's designated smoking area.
- E. **No** waste or food can be placed in the kitchen drains.
- F. **No** storage is provided by LRCE.
- G. **No** supplies, such as paper, pens, markers, stapler, 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.

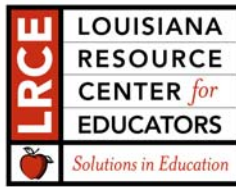
IX. CODE OF CONDUCT

- 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. DAMAGE TO FACILITY**
- A. Groups will be liable for any damages caused to the facility.
- XII. 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.



LRCE ROOM RESERVATION FORM

Organization Name: _____

Division Name (if applicable): _____

First Name: _____

Last Name: _____

Will you be attending? _____ Yes _____ No

If no, please list the contact that will be attending:

Contact Name: _____

Contact Email: _____

Contact Phone: _____

Organization Address: _____

City: _____

State: _____ Zip Code: _____

Telephone: _____ Fax: _____

Email: _____

Requested Date(s): First Choice: _____

Second Choice: _____

Desired Time: From / To: _____

Anticipated Attendance: _____

Purpose of Meeting: _____

Please check items needed from LRCE:

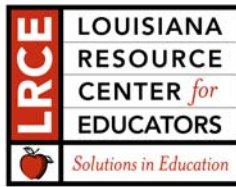
1. Coffee (\$10 per thermos: 15-18 cups)
Number of thermos containers _____

2. TV/VCR _____ Yes _____ No

I have read the LRCE **Usage Policies & Reservation Procedures** and agree to the terms described therein.

Signature

Date



**LOUISIANA RESOURCE CENTER FOR EDUCATORS
MEETING ROOM
CHECK OUT SHEET**

Name of Group: _____ Date ____/____/____

Contact Person: _____

- I returned the tables and chairs to their original formation.
- I cleaned the tabletops.
- I placed all waste in garbage bags and took the bags to the dumpster.

PLEASE NOTE:

- ✓ **Please return this form to the front desk after your meeting.**
- ✓ **Thank you for helping us to keep our facility clean!**

Rooms were checked by:

_____ / ____ / ____
(LRCE Staff Member) (Date)