



LOUISIANA ART & SCIENCE MUSEUM BUILDING USE GUIDELINES:

GENERAL RULES

1. The Renting Party must complete a Profile Form.
2. All events are limited to a maximum of 3 hours, and LASM has the right to limit the time if the proposed rental interferes with LASM's programming. The Renting Party will be made aware of any limitations at the time of the agreement.
3. LASM reserves the right to determine the time of day that an event can take place.
4. LASM reserves the right to limit the number of its facility rentals within any given time period.
5. LASM does not rent its facilities to individuals for private purposes such as wedding receptions, adult birthday parties, anniversary celebrations, nor advocacy, political, fund raising, or religious events.
6. LASM must approve all aspects of an event.
7. Based on the activity proposed for a space, LASM reserves the right to limit the number of people attending the event.
8. LASM will not book events more than six months in advance and not until its programming is in place.

GENERAL RISK

1. The Renting Party must agree to indemnify LASM and to purchase bodily injury and/or property damage liability insurance.
2. The Renting Party will be responsible for any damage done to LASM by its employees, volunteers, guests or invitees.
3. LASM reserves the right to disallow activities that are deemed inappropriate or that put the building, exhibits, or collections at risk.
4. Dancing is not allowed.
5. All serving tables for food and beverages must be placed a minimum of *four* feet from the walls or artwork.

RESERVATIONS/DEPOSITS

1. The Renting Party must assign one person to represent the corporation or organization and to be the liaison with the Event Coordinator.
2. Rentals are confirmed *only with a deposit*. The deposit is held until after the event and will not be refunded if the event goes over the time limit, if damage occurs in association with the event, or if the facility is not properly cleaned up following the event.

FIRE SAFETY

1. Smoking is strictly prohibited in the building.
2. LASM strictly prohibits cooking with an open flame or electric appliance in the building. The use of sterno is allowed for warming and chafing dishes, but other devices that produce an open

flame, such as candles, are not allowed. Mobile kitchens may be parked outside near the loading dock.

DECORATIONS

1. The use of nails, staples, or tape on any museum surface, including interior or exterior walls, is strictly prohibited.
2. All decorations must be removed promptly after the event unless special arrangements are made with the Event Coordinator.
3. LASM assumes no responsibility for items either brought to the Museum prior to an event or left at the Museum following an event.

SET UP/TAKE DOWN /CATERERS

1. LASM must approve the caterer.
2. The LASM Event Coordinator will provide the caterer with a floor plan. The caterer will use the floor plan to provide the Event Coordinator with a details layout of the event, including locations of food stations, bars, and bands.
3. LASM will be available for setup one hour prior to the start time of the event and one hour after the event for take down. If additional setup time or take down time is needed, the caterer must make arrangements in advance with the Event Coordinator.
4. The caterer is responsible for providing all linens, table skirting, and trash bags. The caterer must also provide adequate staff during the event to ensure that dishes, glassware, and trash are picked up promptly.
5. All floors in the catering kitchen should be mopped and cleaned and free of any food debris or other spillage. The catering staff is responsible for removing all catering trash from the premises upon departure.
6. The caterer will be asked to sign an agreement to adhere to LASM's Catering Guidelines.

ALCOHOL

1. Alcohol may be served only by caterers who hold a current liquor license issued by the State of Louisiana. A copy of the license must be supplied to LASM no later than (7) calendar days prior to the event.
2. LASM strictly prohibits underage drinking at events.
3. LASM reserves the right to stop serving alcohol 30 minutes before the event ends.

ADVERTISING/PHOTOGRAPHY

1. LASM must approve all promotional materials or activities.
2. Photography of artwork is prohibited.

DIRECTIONS

If you are coming from the north:

1. take I-110 south to business district.
2. exit at Government Street (left-hand exit off I-110).
3. turn right on Government Street and proceed west toward the river. Government Street becomes South River Road.
4. LASM is on the left directly across the street from the Old State Capitol.

If you are coming from the west or south:

1. take I-10 to I-110 (business district).

2. exit at Convention Street (left-hand exit off I-110).
3. travel west (toward the Mississippi River) nine blocks until Convention ends. Take a left. LASM is immediately on your right.

If you are coming from the east:

1. take I-12 to I-10 to I-110 (business district).
2. exit at Convention Street (left-hand exit of I-110).
3. travel west (toward the Mississippi River) nine blocks until Convention ends. Take a left. LASM is immediately on your right.

PARKING

Parking is available in front of LASM on River Road. Additional street parking is available on surrounding streets(see map). For a complete parking guide for the downtown area, please visit www.brgov.com/dept/ddd. Note: Vans are not allowed to park in areas designated for bus parking.

Bus Drop-off and Pick-up

Due to limited parking, busses are required to park offsite. However, a safe area to drop-off and pick-up students is available near the entrance of LASM (see map). Remember that parking is not permitted in this area. Do not block traffic on River Road to drop off or pick up passengers. Off-site bus parking is provided under Interstate 10 at North Boulevard (see map). Remember to coordinate a pickup time with your driver.

Bus Routes

Capital Transportation Corporation buses on the Florida Boulevard route stop on River Road directly across from LASM. For more information on routes and schedules, visit the CTC web site or call CTC's Info Line at (225) 336-0821.