Office of State Buildings

Event Request Form

Type of Request ☐ Reservation ☐ Cancellation ☐ Change

Building Name _____

Location Requested in Building _____

Name of Event _____

Estimated No. of Participants _____

Preferred Date(s) of the Event

Options	Date	Starting Time	Ending Time
1			
2			

Requestor Information

Name of Organization						
Mailing Address						
Contact Person 1/ Job Title						
Tel No. / Cell No. / Fax No.	T		C		F	
Contact Person 2/ Job Title						
Tel No. / Cell No. / Fax No.	T		C		F	
Email Address(es)	1		2			

Event Type ☐ Non-Profit ☐ Partial Profit ☐ For Profit

For Partial Non-Profit, indicate percentage of profit to be retained by requestor ☐ % of Profit

Event Request Description

Equipment Planned to Set Up

√	Description	Qty	Size	√	Description	Qty	Size
☐	Tables			☐	Easels		
☐	Chairs			☐	Tents		
☐	Displays			☐	Port-o-lets		

Note: A copy of floor plan layout of equipment set up must be submitted along with the event request form for review and approval.

Requestor's Signature: _____ **Date:** _____

For Internal Use Only – Please do not mark in this area

Office of State Buildings

WJW **Date** ☐ **Approval** ☐ **Disapproval**

Special Policies and Requirements:

1. The requestor MUST complete the Event Request Form and submit to Office of State Buildings (OSB) via fax or email at least **10 days in advance** for review and approval prior to the event.
2. The non-profit organization must submit a copy of its IRS 501(C)(3) certificate to the Office of State Buildings in order to get the required rental fee to utilize the facility/grounds to be waived.
3. The State does not provide any tables, chairs, waste receptacles, electrical or water for any events request. Information shall be included in the Description of Event Purpose of the Event Request Form.
4. Please type on the blank paper if additional space is needed for the Description of Event Purpose of this form.
5. No tents may be erected on any State Buildings/Welcome Center Grounds without prior approval.
6. Approved tents must be sandbagged and weighted and all hard surfaces on the grounds must be protected from damage. (No stakes driven in grounds)
7. When an outside event function has more than 300 participants and/or with the time length of more than four hours, the requestor will be required to place portable toilets. The placement of portable toilets request shall be included in the Description of Event Purpose. When the event request is approved, the portable toilets can only be placed at OSB's designated location and the portable toilets MUST be removed the day of or the day after the event.
8. The requestor's tables, chairs and waste receptacles setup MUST be removed the same day of the event. All trash from the event function must be disposed properly immediately after the event.
9. No trailers are allowed to be parked without prior approval.
10. No banners can be hung without prior approval.
11. All buses must load and unload in the designated areas for buses.
12. Please submit the completed event request form to Carrie King via email address Carrie.King@LA.GOV or fax no. at (225) 219-4810. For any questions or need additional information, please contact Carrie King at (225) 219-4797.

Office of State Buildings

POLICY STATEMENT

TO: WHOM IT MAY CONCERN

FROM: OFFICE OF STATE BUILDINGS

RE: EVENTS IN STATE BUILDING LOBBIES AND THE WELCOME CENTER GROUNDS

For its part, the Office of State Buildings does not object to the holding of events so long as the criteria are met:

(1) The organizer may not block any public thoroughfares without prior approval.

(2) The organizer provides insurance against any and all liabilities which may arise from the event and specifically holds harmless the state of Louisiana from any such claim. Proof of insurance must be received by this office prior to approval being granted.

(3) The organizer provides adequate portable sanitary facilities. Proof of compliance must be received by this office prior to approval being granted.

(4) The organizer provides post clean-up of the area(s) used. Proof of compliance must be received by this office prior to approval being granted.

(5) The organizer is responsible for fixing or repairing of any and all damage to the state buildings or grounds. The state reserves the right to specify the means of repair and all work will be done to complete satisfactions of the state.

(6) The organizer shall pay the cost of all direct and indirect services provided by the state, including additional security personnel or janitorial personnel, if deemed necessary by the state.

(7) No tent set-up is allowed during the function of the event without prior approval.

(8) All vehicles used for set-up of the function must remain on the sidewalks and not drive or park on lawn areas due to the underground irrigation/utilities systems.

The organizer shall provide written evidence of compliance with these criteria to the Office of State Building no later than 10 days before the date of the outside event. If the organizer seeks a variance to any of the requirements, a request for such variance and the reasons therefore, shall be submitted to the Office of State Buildings no later than 30 days before the date of the event.

OFFICE OF STATE BUILDINGS •P.O. BOX 44001 • BATON ROUGE, LA 70804-4001•TEL (225) 219-4800 • 1-800-354-9548 • FAX (225) 219-4810
AN EQUAL OPPORTUNITY EMPLOYER