

Southeast Louisiana Business Center

Conference Room Guidelines

Southeastern Louisiana University's Southeast Louisiana Business Center is a regionally based facility designed to facilitate economic development in the region. The Center is located in a newly renovated 17,000 square foot, two-story New Orleans French Quarter style building with close proximity to the Southeastern campus. Thirty-seven offices, abundant parking, professional management, great location, and a 1,346 square foot training center make the facility ideally suited for a regional economic development center.

To further the mission of the center our conference rooms are available for use, provided the event or meetings facilitate economic and business development. These meeting facilities can help make a meeting or conference successful by providing courteous, professional reception for guests, ample parking, photocopy and fax service, presentation equipment, telecommunications, internet access, and catering in a professional corporate environment.

Guidelines Summary:

Detailed information can be found on the following pages:

- There are no verbal reservations or confirmations for rooms. All reservations require the Request form. Confirmations will be faxed or emailed to the contact person on the request form.
- The Southeast Louisiana Business Center staff will set up rooms according to the instructions on the room reservation form.
- Organizations are not permitted to rearrange furniture in the rooms without approval of the Business Center.
- Room reservations may not be transferred to another organization.
- Organizations that have delinquent bills owed to the University will not be permitted to use or reserve facilities.
- A clean-up fee may be assessed for an excessive mess in the conference/class rooms. A minimum of \$25 or actual costs for clean up, whichever is greater.
- Misuse or chronic cancellations may result in termination of future booking privileges.
- Smoking is not permitted anywhere inside the facility of the Business Center.
- Firearms, explosives and other weapons are not permitted in the building.
- Alcoholic beverages are not permitted on the Business Center premises without prior approval from the director of center.
- Refreshments and food items must be approved by center personnel.

FOOD AND BEVERAGE

The Business Center requires you confirm your refreshment and catering plans with us no later than two weeks in advance of meetings.

Aramark has the contract for catering for the Business Center. It is recommended that Aramark have an opportunity to bid on the catering of the event.

No beverages, alcoholic or otherwise, or food, shall be brought into the meeting rooms by the patron or attendees from outside sources without prior approval. Catered food may not be removed from the Business Center upon completion of functions due to State health regulations.

GUARANTEES

The approximate number of guests expected is to be given at the time of initial booking; however, your catering arrangements may require a guaranteed count by a specific deadline. While we are not responsible for these guest counts we will gladly assist you with your catering communications. Final guarantee counts are your responsibility.

CLASS AND MEETING ROOMS

As other groups may be utilizing the same room as you are prior to or after your function, please adhere to the times agreed upon. Should your time schedule change, please contact the Business Center and efforts will be made to accommodate you.

Function rooms are assigned by the number of people anticipated. If attendance drops or increases, we reserve the right to change the function room to a room more suitable for the attendance.

The Business Center reserves the right to limit the noise level coming from our class/meeting rooms, for the consideration of our guests.

The Business Center reserves the right to refuse any booking, at its sole discretion, it considers inappropriate or inconsistent with the well-being, reputation or mission of the Business Center and University.

Private use/off-campus groups, companies, and individuals hosting activities or conducting their business activities, and their vendors/subcontractors, in the Southeast Louisiana Business Center may be required to provide liability insurance in specified limits naming Southeastern Louisiana University, Southeast Louisiana Business Center, and other entities as additionally insured.

Where deposits are required, space will be held on a tentative basis for a period of two weeks at which time if the required deposit is not received, the space will be released for general booking.

All deposits required are non-refundable in cases of total cancellation.

DECORATIONS

All displays and/or decorations are subject to approval by the Business Center and must conform to city code rules and relevant university policy.

The Business Center will not permit the affixing of anything to the wall, floor, ceiling, particularly mirrors or pictures with nails, staples, tape, or any other substance unless prior approval has been given.

DAMAGE

Any damage incurred will be the responsibility of the party who booked the function, and an appropriate charge will be invoiced to the organization. The booked or registered party in charge of the function is responsible for the conduct of all attendees.

SECURITY

The Business Center shall not assume responsibility for the damage or loss of any merchandise or articles in use or left in the Center prior to or following the scheduled function(s). Arrangements for security of exhibits, merchandise or articles set up for display can be made prior to the planned event. The Business Center reserves the right to require security guards for any event at the groups cost.

AUDIO/VISUAL

A wide selection of audio-visual equipment and services are available. Arrangements can be made through our office. (985-549-3199)

CONFERENCE MATERIALS

The Business Center will accept prepaid moderate-sized shipments within 48 hours of a scheduled function. Large shipments (i.e. crated goods) must be handled through local moving and storage firms, to be delivered on the function arrival date when an organization representative is present to accept the shipment. Deviations from this policy will result in refused shipments and/or storage and handling fees. The cost to unload and set-up, and reload is that of the booked party. Materials will be removed by the registered party on the day the function ends.

Ship To:
Southeast Louisiana Business Center
1514 Martens Drive
Hammond, LA 70401

Attention:
Your Name
Your Company
Your Meeting Date

Southeast Louisiana Business Center
1514 Martens Drive – Hammond, LA 70401
985-549-3831, 985-549-2127(f)
Revised 7/08

Hold for Arrival:
Date, Name of Conference

BILLING AND CANCELLATION

Prices for specialized (i.e. electricians, security guards, etc.) provisions are available. Arrangements should be made with the Business Center with two weeks notice.

Upon written notice, either the organization or the Business Center may be excused from performing any agreement due to acts of God, war, government regulation, curtailment of transportation, disaster, fire, strikes, civil disorder or other emergency, making it illegal, impossible or inappropriate to provide the facilities or hold the meeting.

Generally, payment for Business Center events will be due upon your departure on event day. Catering and room functions booked within a 30 day period and then canceled will be subject to a cancellation charge equal to the published rental of the space being held. Transfer of dates is permitted.

In the event of total cancellation of a definite booking, the Business Center will be due liquidated damages as outlined in the following chart. Charges will be based on total estimated revenues, originally contracted for, including food and beverage services, and/or published room rental on function space being held.

More than 10 working days prior	25%
6 to 10 working days prior	50%
0 to 5 working days prior	75%

CONTRACTING AUTHORITY

This proposal offered by the Southeast Louisiana Business Center (SLBC) may be subject to the University's Contracting Authority and Contracting Officers Policy, and may require approval by the University's Vice President for Administration and Finance prior to formal contractual agreement.

HOLD HARMLESS

It is understood that in the conduct of the work to be performed, by the SLBC in this proposal or agreement, the SLBC may utilize faculty and/or students who are, in part, engaging in a learning experience, therefore the SLBC (the seller), its employees and students shall be held harmless and immune from any claim(s) due to errors and omissions that may result from this proposal or agreement. Further, it is understood that the SLBC makes no warranty claim, either expressed or implied on the work performed or product(s) delivered as a result of this proposal or agreement.

NON-ENDORSEMENT

The SLBC (the seller), in the conduct of its work, makes no claim of endorsement, either expressed or implied, with regard to any products or services which are introduced to buyer(s) as a result of this proposal or agreement.

Organizations shall not use any trademark, service mark, trade name or other indicia of Southeastern, nor shall organization hold itself out as having any business affiliation with Southeastern without having specific written agreement from the Office of the President, Southeastern Louisiana University, and upon cause shall issue public disclaimers to that effect. It is not the intent of this Agreement that organization shall gain any advantage for soliciting and selling any goods or services to Southeastern employees and students. Organization is specifically prohibited from such direct solicitation and sale on any Southeastern property, by means of Southeastern campus mail, Southeastern campus telephones, email or otherwise. This Agreement does not create a partnership, joint venture or any other implied or inadvertent relationship between the parties.

Southeastern Louisiana Business Center

Request for Conference Room

Directions: Please complete the form below if you would like to utilize SLBC facilities. We will contact you regarding confirmation or other special issues upon receipt. Registration is first come first served.

Have you read and understood the guidelines? (see attached) YES NO

Name Of Organization: _____

Contact Person _____

Address _____

Phone _____ Fax _____ Email _____

Select the group category that fits your organization best:

Private Business Non-profit Community/civic Incubator client
 Government Agency Educational Economic development

Type and Name of Activity: (explain in detail the purpose for the meeting or event. i.e. business meeting, sales meeting, training, client meeting, presentation, etc.)

Please specify dates and start & ending times: (including setup, breakdown)

Location of Activity: (Preferred room number, if known) _____

Number of guests: _____

Special Setup/Needs (classroom, boardroom, or theater seating): _____

(The organizer is responsible for making arrangements with the Center for all services.)

Equipment needs: (see equipment list) _____

Will alcohol be served? YES NO

*If yes, event organizer must make an appointment with the Director of the SLBC at (985) 549-3199 a minimum of two weeks prior to the event to go over University policies and procedures before the event will be approved.

Will you need catering services: YES NO

*If yes, event organizer must contact the SLBC (985) 549-3199 two weeks prior to the event to discuss available catering options. Catering must be approved prior to event confirmation.

Special notes: _____

Room Rates and Capacities

Southeast Louisiana Business Center
1514 Martens Drive
Hammond, LA 70401

Room Name	½ Day Rate	Full Day Rate	Square Footage	Classroom Style Seating	Theater Style Seating	Boardroom Style Seating	Amenities
Training – 208	\$125	\$200	1346	60	85	35	Fixed LCD Projector Internet/Wireless Network Easel/Projector Screen
Conference – 131	\$75	\$100	598	24	40	16	Internet/Wireless Network 36" Flat Screen Television Whiteboard/Screen
Conference – 209	\$50	\$75	255	--	--	10	Internet/Wireless Network
Conference – 201	\$50	\$75	232	--	--	10	Internet/Wireless Network
Conference – 236	\$50	\$75	175	--	--	8	Internet/Wireless Network
Conference - 207	\$50	\$75	255	--	---	10	Internet/Wireless Network
Conference – 205	\$75	\$100	158	--	--	6	Internet/Wireless Network

Notes

-Economic development organizations, some non-profit organizations, incubator tenants and certain events may be eligible for reduced rates. Please contact the center for more information.

Additional Services

- Coffee (cups, sugar, creamer) \$10.00 per gallon
- Water (cups, ice) \$5.00 per meeting
- Catering (contact center for more information)

Available equipment

- Laptop
- In-focus machine (projector)
- Overhead projector (with transparencies and markers)
- Easels (with flip chart and markers) or whiteboard
- Television
- VCR
- DVD
- Laser Pointer

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