

Global Community Center (GCC)

Rental Rules & Regulations

Approvals

- **Student organizations** must register their event through *Tiger Life* at least (10) days prior to the event date to receive final LSU approval for their event.
- **Community events** or **non-LSU affiliates** will need permission from the Office of Finance and Administration, located at 330 T. Boyd Hall (225-578-3386), before renting GCC.
- To serve **alcohol** at an event, apply to [Campus Life](#) for a permit. All Campus Life rules and regulations must be strictly adhered to throughout the event. Copies of the permit must be received by GCC prior to the event.

Deadlines

- **Rental requests** must be submitted at least (3) business days before proposed event date.
- **Cancellation** must be received two full business days (Monday-Friday) prior to date of the scheduled event (i.e., Sunday event must be cancelled by 8 a.m. on Thursday); otherwise, the rental fee will still be charged.

Payment

- **Payment** is due at the end of the event. Payment can be made in the form of cash, money order, online payment, or check. Any cleaning, damage, or extended use fees will be charged afterward and are due no more than five business days from the event end.

Event Center Rules

- Use of the building by LSU-affiliated groups or individuals must comply with the **LSU Code of Student Conduct**.
- The **event coordinator** must be present during the entire event and must assist GCC staff in enforcing all rules. This coordinator must check in with GCC staff for the building to be opened and must check out with GCC staff at the end of the event.
- If **children** are present during the event, the renting group or individual must provide supervision at all times. No children shall be left unattended or unsupervised.
- The group/individual using GCC is responsible for leaving the building in the **same or better condition** than it was found at the start of the event.
 - All garbage, especially in the kitchen, must be properly bagged and must be taken by the group/individual to the trash dumpster.

- Utensils, refrigerator, oven, warming oven, microwave oven, and especially the kitchen sinks must be left in the same condition as they were found at the beginning of the event.
 - Failure to maintain GCC conditions may result in a group/individual being denied future use of the facilities and equipment.
 - GCC also reserves the right to charge up to \$100 for any additional time it takes to clean up leftover messes.
- The group/individual using GCC is responsible for ensuring that the event **ends on time** and that all clean-up is completed in the timeframe indicated on the rental request. GCC reserves the right to charge for additional time in which the space is occupied past the agreed upon end time at a rate of up to \$100/hour.
- The group or individual, as well as any sponsoring or co-sponsoring groups, will be held accountable for any **damage to GCC equipment or property** beyond the normal wear and tear associated with proper usage. Groups or individuals are expected to pay for repairs or replacement of equipment damaged during events, and failure to report such damage may result in additional fees.
- No individuals using GCC will be allowed to **smoke** inside the building.