



LOUISIANA STATE ARCHIVES

Facility Rental Policy

The Louisiana State Archives has facility accommodations that are available for use by businesses and community groups for meetings and other events. Please see the information in this policy to review the spaces available for rental purposes and the associated fees. These guidelines are required to ensure the safety of our patrons and guests and to provide an enjoyable rental experience. Please reach out to the Archives with any questions using the contact information at the bottom of the page.

Meeting Room Inventory

Auditorium

Large theater style auditorium with folding arm desks at each seat with a USB and electrical outlet

- Accommodates 90
- Multimedia capability with ceiling to floor projector and screen
- Stage
- Podium
- Microphone

Atrium

Atrium style area near the auditorium entrance that is also adjacent to the lobby

- Ideal for registration table/book signing

Gallery

Exhibit room that can be used for trainings or small meetings

- Accommodates up to 30 people
- Suitable for multiple setup configurations
- Limited to 2 hours max for a meeting and must allow for public access of art/exhibit display during meeting

Lobby

Open space that may be used for small receptions or to serve refreshments

- Accommodates up to 75 people
- Suitable for multiple setup configurations

Portico

Exterior covered patio/porch

- Suitable for limited outdoor seating
- Convenient for musical entertainment, tables and chairs, social gatherings (weather permitting)



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Rental Schedule and Fees

Rental Schedule		
Rental Type	Time	Day
Full Day	8:00am – 4:00pm	Monday – Friday
½ Day	8:00am – 12:00pm or 12:00pm – 4:00pm	Monday – Friday
After Hours*	4:00pm – 9:00pm	Monday – Friday
Weekend**	Subject to approval	Saturday and Sunday

*After Hour Events held Monday – Friday must conclude by 9:00pm.

** Saturday and Sunday events are subject to review and approval by Archives Administration. After hours fees will apply.

Fee Schedule		
Organization Type	Rental Type	Cost
For-Profit/Commercial	½ Day	\$125.00
For Profit/Commercial	Full Day	\$200.00
For-Profit/Commercial	After Hours	\$400.00
Non-Profit/Government	½ Day or Full Day	No Charge
Non-Profit/Government	After Hours	\$150.00

***A Damage Assessment fee of \$500.00 will only apply to any renter that fails to abide by the rules and restrictions as outlined in the event policy. Any damage to the property of the Louisiana State Archives will automatically incur the damage assessment fee.



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Event Rental Guidelines

Booking Procedure

Please complete the attached Event Rental Request and Rental Usage Agreement and return it to archivesevents@sos.la.gov. Once your form has been received, a confirmation email will be sent to confirm your reservation. If additional information is needed, the Executive Management Officer will contact you for those details. Your reservation will not be complete until you receive the confirmation email.

Damage

The Louisiana State Archives and Secretary of State will not be responsible for damage of items brought into the building by the renter or the personal property of the renter and their guests.

Event Cancellation

If an event is canceled, a notification must be received in writing no later than 7 days before the event is scheduled. The Louisiana State Archives is a state facility; therefore, if an event must be canceled due to weather or government closure, then the renter will immediately be notified via the contact information provided on the Event Rental Request Form. The event will be rescheduled to a mutually agreed upon date should the renter wish to do so.

Floral Arrangements

Floral arrangements should be constructed in advance and removed immediately following the event. Any arrangements that are potted should be properly secured prior to being placed inside of the building. Items leaking water or soil will not be permitted inside of the building.

Food and Beverage

The Archives permits food and beverages in the lobby and on the portico; however, food and beverage items are strictly prohibited in the auditorium and the Exhibit room (Gallery). Further, any event serving Red wine requires direct approval from the State Archivist. The Louisiana State Archives does not supply catering services; therefore, it is the responsibility of the renter to contact a licensed and insured caterer for food service. The Archives does not provide a space for refrigerated items and food items may only be brought in on the day of the event. The Archives and its staff will not store any items prior to an event. Caterers must supply their own equipment and must maintain cleanliness during the event. Sterno and chafing dishes are allowed for setup only by licensed caterers. Any open flame should be monitored during the entire event.

If a renter wishes to self-cater, all items must be brought onsite fully prepared or require very limited preparation. The Archives does not supply a kitchen for food preparation. Please inform the Executive Management Officer if your event will include food and beverage items.



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LOUISIANA STATE ARCHIVES Rental Usage Agreement

Hours of Operation

The Louisiana State Archives is open Monday – Friday 8:00am to 4:30pm. The building is closed on weekends; however, a rental request for events outside of normal business hours will be accepted for review and granted only on a case by case basis.

Indemnification Agreement

The renter agrees to protect, defend, indemnify, save and hold harmless the Louisiana State Archives, State of Louisiana, all state departments, agencies, board and commissions, its officers, agents, servants, employees and volunteers from and against any and all claims, damages, expenses and liability arising out of injury or death to any person or the damage, loss or destruction of any property which may occur or in any way grow out of the user's use of the facilities or grounds, or any and all costs, expenses and/or attorney fees incurred by the user as a result of any claims, demands, suits, or causes of action, except those claims, demands, suits or causes of action arising out of the negligence of the Louisiana State Archives, the State of Louisiana, all state departments, agencies, boards and commissions, its officers, agents, servants, employees and volunteers.

Liability Insurance

The Louisiana State Archives does not provide any insurance including liability to renters of the facility.

Open Flame

The use of open flame materials is allowed at the Archives for chafing dishes by only licensed caterers; however, heat lamps, open flames, steam or smoke machines, propane, butane and electric stoves are prohibited. Renters may use battery operated candles or tea lights as an alternative.

Parking

The Louisiana State Archives provides ample parking for events; however, the Archives is not responsible for the parking of the renter's guests. Special parking arrangements for an event caterer or vendor must be made at the time of booking. The Louisiana State Archives is not responsible for items left in vehicles of guests attending public or private events. Parking requests should be submitted in writing to the Archives Executive Staff Officer no later than 4 weeks before the scheduled event.

Photography

No flash photography is permitted in exhibit spaces. Permission to photograph and/or videotape the Archives must be approved in advance.

Prohibited Items

All floor plans, decorations, sound, stage, lighting, etc. must be approved in advance by the Archives Executive Management Officer. Sparklers and confetti are prohibited both inside and outside of the Archives facilities. Duct tape, masking tape, and painter tape are not allowed to be applied to any wall surface. Painters tape may be used on the floors. Helium-filled Mylar balloons are strictly prohibited and all other types of balloons are subject to approval. The use of large banners or signs on the exterior of the building is not allowed. Pipe and drape equipment must be approved in advance and must not block doorways. The use of any prohibited items or failure to abide by the rules listed above will result in a damage fee assessed to the renter. Repeated offenses to the prohibited items list will result in renter



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privileges being revoked. We strongly encourage the renter to confirm event/party rental items with the Archives Executive Management Officer at the time of booking.

Rental Payments

Rental fees must be split evenly between the Louisiana Secretary of State and the Friends of the Louisiana State Archives. Rental Fees are due once the reservation has been confirmed by the Executive Staff Officer. **Payments not received within (14) days of the event will not be permitted and thereby cancelled.**

Security

The Louisiana State Archives will provide (1) unarmed on-site security officer during your event. The officer along with Archives staff will ensure that all rental policy procedures are adhered to for the duration of the event. Any individual that does not adhere to the policies and procedures of the Louisiana State Archives will be instructed to vacate the premises. All events held outside of normal business hours will be assessed an after-hours fee. The Archives Executive Management Officer may require the renter to contract at the renters expense additional security based on attendance or the type of event.

Setup and Takedown

The renter is responsible for setup and cleanup of all event related materials other than tables and chairs. The renter may access the event space only during normal hours of operation unless otherwise designated by the Archives Executive Management Officer. Following the conclusion of the event, the renter must remove all items brought into the building in a timely manner.

The renter must also properly dispose of trash items into the bins provided. All scheduled events must conclude by 9:00pm Monday – Friday. It is the responsibility of the renter to ensure that events conclude on time. Any event that occurs outside of the above mentioned hours may be assessed an additional fee. The Archives will setup the requested tables and chairs based on a layout provided by the renter.

Signage

The Secretary of State and the Louisiana State Archives reserve the right to review and approve any event signage and materials including the use of both entities' name, seal, or logo, prior to printing. All major event signage must be approved in advance by the Archives Executive Management Officer.

Smoking

Smoking is prohibited inside of the building. All cigarettes should be properly disposed of in the trash bins provided.