



Energy Institute

ENERGY INFORMATION CENTER FACILITY USE POLICY

POLICY DIGEST

Monitoring Unit: Energy Information Center, Energy Institute
Initially Issued: [Date]

I. PURPOSE

To establish comprehensive guidelines covering reservation requirements, event guidelines, facility access, technical support, and general use policies for the Energy Information Center facilities.

II. DEFINITIONS

A. Available Facilities. Five rooms available for reservation: Lobby (1000), Dalton J. Woods Auditorium (1001), Rotunda Conference Room (1019), Kitchen (1029), and Small Conference Room (1119).

B. Standard Operating Hours. Monday through Friday, 8:00 am to 4:30 pm.

C. Technical Support. Audio/visual equipment assistance and IT services provided during regular business hours.

D. Area Steward. Designated personnel responsible for event oversight and policy enforcement.

E. Off-Campus Users. Organizations or individuals not affiliated with LSU who wish to use the facilities.

III. RESERVATION REQUIREMENTS

A. All reservations and schedule changes must be submitted and confirmed through the official reservation website.

B. Only reservations made through the official website are valid.

C. Only four (4) rooms in the Rotunda and one (1) conference room in the north hallway of ECE building are available for reservations during Standard Operating Hours.

D. To prevent distractions neither the Lobby nor the Kitchen may be reserved by themselves.

E. Every event requires a separate reservation; recurring events are not allowed.

F. No regular/recurring functions are ever scheduled for these facilities.

G. If you reserve a facility for a full day and only use it for a half-day, you will be charged for the full day.

IV. EVENT GUIDELINES

A. Setup and Cleanup Responsibilities

1. Users are responsible for room setup and cleanup; facilities must be returned to original condition after use.
2. Setting up, maintaining and cleaning up the facilities is self-service.
3. You are responsible for cleaning the facilities after your event.
4. You or your caterer must remove all decorations, announcements, advertisements, food, drink, and trash immediately after your event.
5. Failure to do so will result in additional charges for cleaning.

B. Room Configuration

1. When scheduling your event for the Lobby and Conference Room include the time needed for setting up and take down of tables and chairs and cleanup.
2. When you are finished using the conference room please return the table arrangement to its original configuration.

V. FOOD AND BEVERAGE POLICIES

A. Auditorium Restrictions

1. No food or drink is allowed in the auditorium at any time.
2. This policy is strictly enforced.
3. You must provide at least one usher for any event in the auditorium.
4. The usher will ensure that food and drink are not brought into the facility and must be on station at least 15 minutes before the beginning of the event.
5. If the usher discovers anyone with food or drink in the auditorium, they must ask that person to leave.

B. Other Areas

1. Food and drink may be permitted in the rotunda, conference center, kitchen and hallways only if someone from your organization is on hand to clean any spills immediately.

C. LSU Unit Catering Requirements

1. Any LSU unit must provide any and all food and drink services strictly in accordance with [PS-11](#) and [PS-60](#).
2. All alcoholic beverage use must be carried out in accordance with [PS-78](#).
3. Only caterers approved by LSU Procurement may be used.
4. The [catering](#) arrangements must include clean-up of the facility by the caterer.
5. The unit making this request is solely responsible for seeing that every appropriate procedure is followed.

D. Off-Campus Unit Requirements

1. Off-campus units are forbidden any alcoholic beverage use, must use catered food and drink, and any caterers employed by them must be on the approved list at LSU Purchasing.
2. To resolve any food/catering questions you might have, please contact [LSU Procurement Services](#).

VI. FACILITY ACCESS

A. Permitted Areas

1. Only reserved rooms may be used; all other office, research, and non-reserved spaces remain off-limits.

B. Restricted Areas

1. The College of the Coast and Environment offices on the east of the Rotunda.
2. The first-floor research area to the north side of the Rotunda.
3. All second floor and third floor facilities.

C. Parking and Transportation

1. Reserved parking must be arranged by the event coordinator through the [LSU Office of Parking, Traffic & Transportation](#).

D. Internet Access

1. Access to Wi-Fi may be granted via LSU IT Services at netquest.lsu.edu using the LSU Staff member coordinating the event.
2. [Guest Accounts: LSU Overview](#)
3. [Wireless: Request a LSU NetGuest Account](#)
4. An email confirmation will be sent, usually within one business day.
5. If you do not receive a confirmation email please contact the [Conference Center Administrator](#).

VII. AUDIO/VISUAL AND TECHNICAL SUPPORT

A. Support Availability

1. Technical support is available during regular business hours (Monday through Friday, 8:00 am to 4:30 pm).
2. Plan in advance for anything more than the basic sound system with wireless microphones.

B. User Responsibilities

1. You are responsible for making arrangements for use of audio/visual equipment.
2. Contact [Tech Support](#) at least one week before your event to make A/V arrangements.
3. If you will be using anything more than the sound system and microphones, then you need to contact [Tech Support](#) one to two weeks before your event.
4. You are responsible for making sure the equipment is powered off and put away properly after use.

C. After Hours Support

1. If IT staff support is required outside of standard hours, arrangement must be coordinated before the event.
2. If you have any questions about technology, please contact [Tech Support](#) for more information.

VIII. CONFERENCE SERVICES

A. Zoom and Teams calls can be made in the auditorium.

B. If you require the use of Zoom or Teams calls in the Rotunda conference room, advance arrangements must be made.

C. Use of external TVs or display units in the rotunda lobby must be arranged by the event organizer.

IX. GENERAL USE POLICIES

A. Signage and Materials

1. Users may not attach materials to any wall surfaces; all signage must use self-supplied portable stands.
2. Any announcements, advertisements, etc. must be attached to some portable surface (tripods, etc.) provided by you.

B. Equipment

1. All audio/visual equipment must be arranged in advance and returned in working order after use.

C. Tobacco-Free Policy

1. Smoking is prohibited everywhere on campus, in accordance with university-wide policy.
2. [LSU is a smoke-free campus](#) as of 1 August 2014 in accordance with the Louisiana Legislature's smoke-free requirement for all public post-secondary institutions in Louisiana and the governor's [Well-Ahead Louisiana](#) program.
3. There are to be no exceptions to this policy.

X. USE BY OFF-CAMPUS GROUPS

A. Use of the facilities by off-campus users is subject to the provisions of [Policy Statement 82; Use of LSU facilities and Premises \(PS-82\)](#) and requires the prior approval of the LSU Office of Finance and Administrative Services.

XI. BILLING AND FEES

A. Fee Assessment

1. LSU units (except those housed in the building) and appropriate off-campus groups, (see [PS-82](#)) will be charged a fee for use of the facilities.
2. Units and staff housed in the building will not be charged a fee but may use the facilities for professional (i.e., energy-, environmental- and coastal-related activities) or for strictly LSU-related activities only.

B. Billing Statement

1. After the event, you may be presented with a billing statement. Someone must have the authority to sign the statement.

XII. CANCELLATION PROCESS

A. Written notice is required for all cancellations via the reservation website or official contact email.

B. The Energy Information Center reserves the right to cancel a reservation at its discretion, with a minimum of 72 hours advance notice.

XIII. FEES AND REFUNDS

A. Full fees will be assessed if a reservation is canceled less than 72 hours before the event or if services (such as technical setup or catering) have already been arranged.

XIV. POLICY ENFORCEMENT

A. Energy, Coast, and Environmental Building staff may be attending events to ensure users follow the policies.

B. If the users do not follow the policies, and/or if any damage occurs, we will bill your organization for any repairs.

C. Failure to comply with cancellation policies or to notify the Center in a timely manner may result in additional charges or restrictions for future reservations.