

INTRODUCTION

The Louisiana Housing Corporation (“LHC” or “Corporation”) operates three facilities with meeting rooms that are available for public use. Businesses or other professional organizations may schedule use of the rooms on a first-come, first-served basis.

Utilizing meeting space at the LHC does not in any way imply sponsorship of the event by the LHC Staff or its Board of Directors, nor does it constitute endorsement or agreement with the views expressed by the individual or collective participants.

POLICIES

I. ADMINISTRATION

A. MEETING ROOM POLICY

Meeting Rooms are available at all locations of the Louisiana Housing Corporation. In order to use the meeting rooms, the Renter must complete an application in accordance with the directions and guidelines outlined in this policy.

B. AVAILABILITY

Meeting rooms are currently available at the Quail Drive location, and at the Mid-City location. A weatherization training facility and a computer training center is available at the Industriplex location. Details on meeting room sizes and accommodations at each facility are identified in **Appendix A**. The assignment of a room or rooms to a group is the responsibility of LHC and will be based on availability, the group’s size and equipment needs.

Free wireless access is available at all Corporation locations.

C. REVENUE GENERATING

Use of an LHC facility for fund raising purposes shall be limited to non-profit organizations or individuals whose purpose is to provide funds for a worthy cause as determined by the Director of Operations. The facilities shall not be used for the purpose of personal or political profit or gain.

D. CANCELLATION

1. Cancellations must be made at least 48 hours prior to the scheduled meeting.
2. Cancellations for the Industriplex Training Facility must be made at least ten (10) days prior to the scheduled meeting.
3. If a room is not used within the first hour of the scheduled time (unless notified), the reservation will be cancelled and the deposit forfeited.

E. PUBLICITY ON MEETINGS

The Corporation reserves the right to review any flyers or other promotional materials that the outside group intends to issue in connection with the use of its meeting room. Upon request, copies will be supplied to the Corporation before they are issued. Groups must notify the Corporation if they are having a speaker that they are advertising in print, on radio or television, or through social

FACILITY USE POLICIES AND PROCEDURES

media. Copies of all publicity that the Renter sends in print, radio, television, or social media about any meetings held at the Corporation should be sent to:

Director of Operations
Louisiana Housing Corporation
2415 Quail Drive
Baton Rouge, LA 70808
225-763-8700
jwilson@lhc.la.gov

LHC does not allow the use of the Corporation's telephone number as the Renter's point of contact when promoting the event. The Renter must provide an independent address, telephone number and/or website that guests can go to for more information. Use of the LHC logo on promotional materials is strictly prohibited.

The Renter shall include the following text in any flyers or promotional materials it issues, unless co-sponsored by the Corporation: "This event is not sponsored or conducted by the Louisiana Housing Corporation".

F. PARTNERSHIP OPPORTUNITY

LHC is always searching for new community partnerships; if interested in collaborating with the Corporation on a sponsored program, please notify the Communications Department (communications@lhc.la.gov).

G. OTHER NOTES

1. Generally, no more than one meeting per week will be scheduled for any Renter.
2. LHC reserves the right to change a scheduled meeting room if needed.
3. LHC reserves the right to cancel a confirmed reservation in the event the Corporation has a last-minute need for the room to conduct LHC business.
4. In case an emergency requires closing the Corporation, the Renter will be notified. When the Corporation reopens, reservations may be honored at a later date.

II. CONDITIONS

LHC-owned facilities are available for public use as long as the event does not infringe upon the use of the facility for which it was originally intended. All rules, regulations, and policies must be adhered to at all times. The following are some general conditions that apply to the use of all facilities:

A. APPLICATION

An application shall be completed when requesting use of a facility.

B. FEES FOR USE

The current schedule of fees is attached hereto as **Appendix B**.

Exceptions to this policy may be imposed under the following circumstances:

FACILITY USE POLICIES AND PROCEDURES

1. Additional fees may apply for meetings before or after business hours.
2. A cleaning or maintenance fee may be applicable.
3. Any additional fees incurred due to the scheduled event will be deducted from the deposit or may result in additional fees. Examples include technological, security coverage and/or damages to facilities.
4. All deposits are due seven (7) days prior to the event. The Corporation reserves the right to waive any of the conditions attached to the use of its meeting rooms, fees and charges, on a case-by- case basis.

C. REFERENCES

The Corporation reserves the right to seek and obtain documentation and references on an outside group before a reservation of the meeting room is confirmed.

D. SIGN IN

All meeting attendees are required to sign in before their meetings and sign out at the end of the meetings.

E. INSURANCE

1. When permission is granted to use a meeting room, the Renter shall be required to submit evidence that the Renter is covered by general liability (general aggregate of not less than \$1,000,000 liability and \$2,000,000 aggregate listing) and workers compensation insurance satisfactory to the Corporation and that the Corporation has been named as an additional insured with regard to the use of its meeting room.
2. Required insurance certificates must be obtained and submitted to the Corporation not less than three business days prior to the scheduled event.
3. The Louisiana Housing Corporation and its Board of Directors are not liable for any claims arising out the use of its meeting rooms by outside groups and they shall be indemnified and held harmless by the outside group applying to use a meeting room in request to any such claims.
4. The outside Renter must comply with any and all applicable laws, ordinances and regulations, and is also responsible for obtaining all state and municipal permits required for the event, if any, and shall present them to the Corporation not less than three business days prior to the scheduled event.
5. Violations of these rules shall result in cancellation of the reservation or the meeting and/or denial of future use of the facilities.
6. The Corporation reserves the right to amend, add to, modify or delete any of the provisions of this policy at any time, with or without prior notice.

F. SECURITY

LHC reserves the right to require and regulate uniformed security personnel (Baton Rouge Police, East Baton Rouge Parish Sheriff, or Vigilant Protection Security) for any function. LHC reserves the right to regulate the number of security officers required at any event, at the Renter's expense.

G. PARKING

The Renter and guests must abide by all parking ordinances, rules, and regulations governing such parking. LHC is not liable for any theft and/or damage to participant vehicles.

FACILITY USE POLICIES AND PROCEDURES

H. ALCOHOL

Possession and/or use of alcoholic beverages and controlled substances in or on Corporation properties are strictly prohibited.

I. GAMBLING

Gambling in any form is prohibited.

J. SMOKING

Smoking and use of tobacco products are prohibited in all LHC facilities. Smoking is not allowed within 25 feet of an entrance. Violations of this ordinance shall result in fines and the prohibition of further use of LHC facilities.

K. ADA REQUIREMENTS:

Federal law requires that facilities made available for public use shall comply with the Americans with Disabilities Act (ADA).

L. CODE ENFORCEMENT

Room capacities are set by Louisiana State Fire Marshall and groups must comply with stated occupancy limits for each space. Standard fire code regulations prohibit any open flames, and flammable, combustible, and hazardous materials in the Corporation.

M. VIOLATION OF POLICY

Any violation of any part or parts of these stated policies and procedures by the Renter may result in prohibited future uses of LHC facilities.

III. RESPONSIBILITIES OF RENTER

The Renter is responsible for care of the meeting rooms and will be held financially responsible for damages to facilities, furnishings, equipment or contents.

A. SIGNAGE

Building rules do not allow the posting of signage on doors or walls. Easels may be requested when the reservation is made. Corporation furniture, special equipment, audiovisual and public address equipment and systems must be scheduled in advance.

B. CUSTODIAL CARE

The Renter must leave the meeting rooms in the same manner in which it was provided. The Renter must remove any clutter and trash caused by its activities. Trash containers and/or trash bags will be made available. The Renter will be responsible for any costs arising out of damage or loss during use. The Renter is prohibited from moving the temporary walls.

C. REFRESHMENTS

All refreshments must be consumed in the atrium or the multi-purpose room at the Quail Drive location.

D. STORAGE

The Corporation does not provide storage space for Renters.

PROCEDURES

I. APPLICATION PROCESSING:

The following procedures shall apply when requesting the use of a facility:

A. INITIAL CONTACT:

Interested parties may contact the Operations Department for an application or download the application from www.lhc.la.gov. On the application, the Renter will provide the name of one person who will serve as the liaison to the Corporation. All information from the Corporation will be sent to that person. Only the liaison and contact persons of the organization listed on the Renter's application are allowed to reserve LHC meeting rooms. If the liaison or contact person of the Renter changes; please notify the Operations Department at 225-763-8700.

B. STEP BY STEP PROCEDURES:

1. The application and Statement of Agreement can be downloaded from the website (www.lhc.la.gov), requested by email (facilitymanagment@lhc.la.gov), telephone (225-763-8700) or by mail (2415 Quail Drive Baton Rouge, LA 70816).
2. The Renter completes the application and Statement of Agreement and returns to the Director of Operations by email or in person.
3. After receipt of the application, the Director of Operations may require additional information from the Renter to assist in identifying an appropriate facility. The Renter will be contacted for additional information as needed and the facility that best suits the needs will be identified.
4. The Director of Operations will review the application and will notify the Renter within three business days of approval/disapproval.
5. If approved, copies of the application and Statement of Agreement are returned to the Renter who must immediately pay all fees and deposits within five business days. Fees and deposits are to be payable to the "Louisiana Housing Corporation" and mailed to the Louisiana Housing Corporation, Attn: Director of Operations, 2415 Quail Drive, Baton Rouge, LA 70808.
6. A return of the deposit, if any, is made to the Renter provided that all of the conditions of the Agreement were met and the facility is left in good condition.

II. ADA REQUIREMENTS:

If you require special services or accommodations, please contact the Operations Department at 225-763-8700 or facilitymanagement@lhc.la.gov.