Friends of Hilltop Arboretum

Meeting Application

Complete and return to: amy@friendsofhilltop.org

Meeting Date _____

Renter Name _____ Email Address _____

Organization Name _____

Mailing Address _____

Work Phone _____ Cell Phone _____

Attendees _____ (If greater than 35, need to carpool. Parking is limited.)

Will alcohol be served? ☐ Yes ☐ No Do you need an invoice? ☐ Yes ☐ No

---

☐ General Public Weekday (8:00am-4:00pm) ☐ General Public Weekday Evening/Weekend

☐ LSU/Non-Profit* Weekday (8:00am-4:00pm) ☐ LSU/Non-Profit* Weekday Evening/Weekend

Set-Up Time _____ am/pm to _____ am/pm

Event Time _____ am/pm to _____ am/pm

Take Down Time _____ am/pm to _____ am/pm

If set-up and/or take down times fall outside those listed above, there is an additional hourly rate charge. Renter is responsible for set-up and take down.

***To receive the Non-Profit rate, Non-Profits must submit a copy of their 501(c)(3).**

Charges Due

Rental Rate $_____ For: ☐ Library ☐ Pavilion ☐ Auditorium

Additional Hours $ _____ For: _____Hours (Time before 8:00am or after 4:00pm)

A/V Equipment $ _____ For: Beverly Brown Coates Auditorium - ONLY weekday business hours ($50)

Total $ _____ Due on or before the day of rental

Record of Payments

Payment $ _____ Date Paid _____ ☐ Credit Card ☐ Check # _____ ☐ Cash

Balance $ _____ Date Paid _____ ☐ Credit Card ☐ Check # _____ ☐ Cash

Signatures

_____ _____

Renter Date Hilltop Date

Notes: _____ Hilltop Rep _____

_____

_____

(Updated 7/2025)