

Manship Facilities: Policies and Procedures Handbook

The following outlines our guidelines and policies for space rental and use, in accordance with LSU and Manship School regulations

Meeting and Event General Information

- All meetings and events in academic buildings can begin at 7:30 a.m. on both weekdays and weekends. End time to be discussed and determined based on the nature of the reservation.
- All meetings and events in academic buildings will need to end by 9 p.m. on weekdays (Monday-Friday).
- All events require a full-time Manship faculty member or staff who will be present for the duration of the reservation. The faculty member's role is to serve as the designated representative and assume responsibility for the forum in the event of any damages. No event will be confirmed until a designated Manship representative has been identified and agreed to attend.
- If users do not follow policies and/or if any damage occurs, the rentee/office and/or organizer will be billed for any repairs.
- Facilities are unavailable for events on federal or university holidays or during exam periods without proper approval from the Office of Academic Affairs. Events cannot interfere with the college's regular operation or educational programs. The use of the Forum will also be canceled when the university is closed due to inclement weather.

Reservation Process

- Reservations must be made at least **14 days in advance** of the event.
- Reservations may not be made verbally. All reservations and changes to existing reservations are to be communicated and made through the Academic and Events Coordinator, Anna Catherine Schoenfield. Her contact is acschoenfield@lsu.edu
- Please fill out the designated reservation form for the respective space for reservation. Your reservation form will be reviewed, and you will be contacted with any questions, concerns, or confirmations.
- If policies are not followed, and/or if any damage occurs, your organization will be billed for any repairs. We will bill your organization for any repairs.
- Final confirmation will be sent via calendar invite after your request has been reviewed and approved. A confirmed faculty or staff representative must be secured before any event or program is finalized.
- Manship faculty, staff, and students will receive a calendar invite upon approval. External departments, students, or organizations will receive both a calendar invite and an invoice. Payment can be submitted via PG number or by check payable to LSU, mailed to the Manship School of Mass Communication. More information will be listed on the invoice provided.

- The Manship School reserves the right to **cancel** any reservation with **72 hours' notice**. The Holliday Forum & Terrace are intended for activities and functions that are related to or support the mission of the Manship School and Reilly Center for Media and Public Affairs. The Forum and Terrace are available for use by other university units and groups on a case-by-case basis for events deemed to be related to the school's mission of open discourse.
- The Manship School reserves the right to **not approve** any events that are not deemed relevant to the School's mission.

Manship School/Reilly Center Functions and Events

Faculty, staff, and students of the Manship School and Reilly Center may normally use the Holliday Forum and Terrace for activities and events that directly support the mission of the Manship School/Reilly Center at no charge.

Mass Communication graduate/undergraduate students and student organizations must be sponsored by a full-time Mass Communication faculty or staff member who agrees to take responsibility for the forum while in use by students or student organizations. This faculty/staff member must be present in the Forum or on the Terrace during the entire time the space is in use for the event.

Student organizations may be charged fees to cover equipment usage, staff time, security, special cleanup or other items.

Other LSU Units/Groups Functions and Events

The Forum and Terrace are available for use by other university units and groups on a case-by-case basis for events deemed to be related to the university's mission. Online applications from university units or groups must be submitted 14 days in advance of the event using the same procedure and policy as outlined above. Events must be sponsored by a full-time Mass Communication faculty or staff member who agrees to be present and take responsibility for the forum while in use by students or student organizations. This faculty/staff member must be present in the Forum or on the Terrace during the entire time the space is in use for the event. Non-Mass Communication units will be charged fees to cover expenses of using the [Forum](#) or Terrace.

Any use of our facilities by LSU students and student organizations must be registered and approved by the Office of Campus Life prior to the event, in accordance with university policy. For more information visit the Campus Life website

Space Reservation Priorities

The following priority structure is used to determine the availability of classrooms or public spaces in the Journalism Building and Hodges Hall. Please note that the Manship School of Mass Communication reserves the right to cancel or change any previously confirmed facility reservation if needed to meet college or university needs.

- **First priority:** Reserved for instructional use (Ex. Holliday Forum, classrooms, conference rooms, seminar rooms, and other facilities for teaching classes and other instructional programs)

- **Second priority:** Reserved for events held by the Manship School of Mass Communication
- **Third priority:** Reserved for approved events or programs sponsored by Manship Faculty or Manship student organizations.
- **Fourth priority:** Reserved for approved programs sponsored by LSU departments or LSU student organizations outside of the Manship School.
- **Fifth priority:** Reserved for approved programs sponsored by groups outside of LSU.

**Businesses interested in hosting a tailgate must contact Student Engagement Coordinator, Kyrin Lewis, at klewi96@lsu.edu for further information. Completed reservation forms are not valid for tailgate requests. **

Manship Facility Rental Rates

**Please note: Event rates are fixed for approved programs sponsored by LSU departments or LSU student organizations outside of the Manship School. Rates for programs or events organized by non-LSU groups are subject to change based on event details. **

HOLLIDAY FORUM (OPEN SPACE ONLY)

Rental Time	Fee
1/2 Day	\$500.00
Full Day	\$1,000.00

ADDITIONS-Either (2) Classrooms (J135 and 140) and/or Terrace

Rental Time	Fee
1/2 Day	\$100.00
Full Day	\$200.00

HOLLIDAY FORUM, CLASSROOMS (J135 and 140), AND TERRACE

Rental Time	Fee
1/2 Day	\$800.00
Full Day	\$1,500.00

ADDITIONAL SPACES:

**Available rooms include the Dean's Conference Room; Hodges B12, 102 (SMAC Lab), 216, 236, 224 (Curet Room), 225, and 233; and Journalism 100, 107, and 111. **

Rental Time	Fee
1/2 Day	\$50
Full Day	\$100

Manship Space Reservation Terms of Agreement

You must accept the following terms of agreement to complete the reservation process.

Bookings and Reservations

- The applicant acknowledges that the Reservation Terms and Conditions have been read and accepted.
- The applicant must complete the respective reservation request form and wait for a calendar invitation (and invoice if applicable) that serves as confirmation. Verbal facility requests do not serve as a reservation.
- The applicant must not assign or transfer the booking to another person or organization. The event coordinator and Manship representative listed must go through our Academic and Events Coordinator to make any cancellations or changes.
- Applicants must request reservations at least **14 days in advance** of the event.
- Reservations may not be made verbally by the applicant. All reservations and changes to existing reservations are to be communicated and made through the Academic and Events Coordinator, Anna Catherine Schoenfield. Her contact is acschoenfield@lsu.edu
- If policies are not followed by applicants, and/or if any damage occurs, your organization will be billed for any repairs. We will bill your organization for any repairs.
- Final confirmation will be sent via calendar invite (and invoice for some) after your request has been reviewed and approved. A confirmed faculty or staff representative must be secured before any event or program is finalized.
- Manship faculty, staff, and students will receive a calendar invite upon approval. External departments, students, or organizations will receive both a calendar invite and an invoice. Payment can be submitted via PG number or by check payable to LSU, mailed to the Manship School of Mass Communication. More information will be listed on the invoice provided.
- Applicants acknowledge all meetings and events in academic buildings can begin at 7:30 a.m. on both weekdays and weekends. End time to be discussed and determined based on the nature of the reservation.
- Applicants acknowledge all meetings and events in academic buildings will need to end by 9 p.m. on weekdays (Monday-Friday).
- Applicants acknowledge all events require a full-time Manship faculty member or staff who will be present for the duration of the reservation. Their role is to serve as the designated representative and assume responsibility for the forum in the event of any damages. No event will be confirmed until a designated Manship representative has been identified and agreed to attend.
- If applicants do not follow policies and/or if any damage occurs, we will bill your organization for any repairs.
- Applicants acknowledge that facilities are unavailable for events on federal or university holidays or during exam periods without proper approval from the Office of Academic Affairs. Events cannot interfere with the college's regular operation or educational programs.

The use of the Forum will also be canceled when the university is closed due to inclement weather.

- Applicants requested furniture layout will be honored but is subject to change at the discretion of our Academic and Events Coordinator.

Terminations and/or Changes

- The Manship School reserves the right to **cancel** any reservation with **72 hours' notice**. The Holliday Forum & Terrace are intended for activities and functions that are related to or support the mission of the Manship School and Reilly Center for Media and Public Affairs. The Forum and Terrace are available for use by other university units and groups on a case-by-case basis for events deemed to be related to the school's mission of open discourse.
- We reserve the right to terminate an event **IMMEDIATELY** by notifying the applicant if:
 - Possibility of damage that could be caused to our facilities or their equipment by the applicant or that use by the applicant may cause injury.
 - The proposed use of our facilities is for an event that is illegal, contrary to law, or may impact the reputation of the LSU Manship School. This includes events that are not in alignment with the Manship School's mission, vision and stated objectives. If an event falls outside of these parameters and policies, it will be terminated immediately and LSU security will be called.
 - Any emergency within our facilities that poses or threatens harm to public safety or risks damage to the property.

Food and Beverages

Great care must be taken to ensure that the facility is thoroughly cleaned and any garbage removed.

- No red wine may be served in any area of the building.
- When events are approved, the sponsoring unit or group will be responsible for all catering arrangements and cleanup and will reimburse the Manship School for any damages or costs incurred as a result of the event.
- Catering on the LSU campus is governed by [PS-60](#) and all catered events must adhere to that policy.
- Service of beverages other than coffee and soft drinks will be considered as food service and must be approved in advance. The sponsoring unit or group is responsible for compliance with state law and university regulations regarding alcoholic beverages as stated in [PS-78](#).
- Any LSU unit or off-campus organization must provide any and all food and beverages strictly in accordance with [PS-11](#) and [PS-60](#). Only [caterers](#) approved by [LSU Procurement Services](#) may be used.
- Please be prepared or make arrangements to have the appropriate serving and clean up materials as the Manship Schools supply is limited.

Facility Restrictions and Requirements

- Classrooms, faculty and staff offices, and the terrace area are off limits to meeting attendees unless special arrangements have been made.

- Applicants are not to attach anything to the wall surfaces in any part of the building. Any announcement or advertisement must be attached to a portable surface (tripod, etc.). Any duct tape, nails, putty, tacks, or similar materials are prohibited.
- Applicants must not exceed the indicated guest count that was listed on the approved reservation form.
- Applicants and attendees must not interfere with or inconvenience other users in the building or surrounding classrooms.
- All rooms must be returned to their original condition at the end of the reservation.
- Applicants and attendees are to ensure that the space is left clean. Any item left after departure will be considered abandoned and will be disposed of unless it is indicated that the applicant will return within the week to retrieve the abandoned items.
- Applicants must honor the reservation time that was confirmed. The space must be vacated and cleaned by the end time indicated on the reservation.
- The Manship School is a smoke-free zone including the terrace and surrounding property.

Equipment

- The Manship School has an array of technical equipment that can be used by applicants and attendees. Please indicate on the form what you will need during the time of the event.
 - If technical assistance is needed during an event after hours, this must be pre-arranged and paid for in advance.
- Attendees must arrange to get advice, instruction, or training, if necessary, on the use of all equipment from the Manship School prior to use. Competent operation of audiovisual and all equipment from the Manship School is the responsibility of the applicant.
- Please inform our Academic and Events Coordinator of any failed equipment during use.

Security

- There may be events involving large numbers of people and/or posing special risks which require retaining the services of LSU Police officers. These arrangements will be made by and at the expense of the sponsoring unit or group. LSU Police provides requests for both on-campus and off-campus organizations. The [services contract](#) may be printed and submitted to LSU PD.
- Manship School and/or Reilly Center staff may be attending events to ensure users follow the policies. If the users do not follow the policies, and/or if any damage occurs, we will bill your organization for any repairs.
- Access to the Journalism Building or Hodges Hall facilities outside of regular hours may be made by prior arrangement for the purpose of setting up or meeting.

Fees

- LSU units may pay additional fees through Interdepartmental Transfer (IT). Failure by anyone to pay required fees will result in rejection of subsequent requests to use the Holliday Forum or Terrace.

Questions?

Questions regarding this policy should be directed to 225-578-1899.

All reservation requests and schedule changes must be made [online](#).

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Each event requires an individual reservation, and no regular/recurring functions are ever scheduled.

The information stated in this document is based on current policies and procedures. These regulations are subject to change at any time. Updated: July 2025