

## **RENTING ROUSSEL HALL**

Thank you for your support. Space rental fees help maintain our facilities for the use of Loyola students and the greater New Orleans community.

### **HOW TO REQUEST SPACE**

Space requests are made online at : <http://cmfa.loyno.edu/rentals>.

### **FEES\***

|                         |  |
|-------------------------|--|
| For-Profit Organization | \$300/Hour (4-hour minimum) plus Security, Tech, & Cleaning**  |
| Non-Profit Organization | \$150/Hour (4-hour minimum) plus Security, Tech, & Cleaning ** |
| Loyola Organization     | \$300/Event/Day plus Security, Tech, & Cleaning **             |
| Tech fees               | \$25/Hour/Person (2-hour minimum)                              |
| Security                | \$45/Hour/Officer (3-hour minimum)                             |
| Cleaning                | \$25/Hour (4-hour minimum)                                     |

\* Reduced fees may be available for projects that partner with the College of Music + Fine Arts. Partnerships are approved by the Dean.

\*\* Additional fees may apply depending on the needs of the event. Other fee-based services include: parking passes, recordings, dance floors, choral risers and piano tuning.

### **RENTAL POLICIES**

- A signed contract and payment are required to reserve event space.
- Space reserved more than 30 days in advance require 50% deposit at time of reservation. Remaining amount must be paid two weeks before event.
- Space reserved under 30 days require full payment at time of reservation.
- No space reservations can be made less than two weeks from event date.
- Events canceled under 30 days prior to event forfeit the deposit.
- Failure to provide certificate of insurance, reservation agreement, and remainder of payment two weeks before event will result in cancellation of event and forfeit the deposit.

### **CONTACT**

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