OLD RANCH

STUDENT UNION
Box 92780 Lake Charles, LA 70609
Telephone 337-475-5609 Fax 337-475-5608

If you would like to reserve the Old Ranch, please call the above office to see if is available for the desired date of your event. If it is, your event will be "penciled" in. However, you will then need to complete a 'Special Events Request Form' and get the necessary signatures and return it within two weeks to confirm the reservation.

Also needed is the 'Request for Custodial Services Set Up Form'. This will need to be completed and returned to the above office no later than two weeks prior to the event to ensure availability of all requested services and to provide ample time for set up. Since normal set up times are at 5:00 a.m., please do not ask that the custodian contact you for instructions. Twenty-four hour notice is required for cancellation. Failure to do so may result in a $25.00 take down fee if the room has already been set up.

Please note: There is no available sound system for the Old Ranch.

Also this is an open area that MSU students have access to during normal operating hours. Although you have reserved this area, this does not give you or your organization exclusivity.

Damages & Clean Up - You are responsible for the condition of the room and the equipment being used. NO ONE SHOULD SIT ON TABLES. You will be charged $160 for each damaged table. Following your meeting or event, please remove table covers, decorations and personal items. Also please put all trash in trashcans.

OLD RANCH

STUDENT UNION

Box 92549 Lake Charles, LA 70609
Telephone 337-475-5609 Fax 337-475-5608

Name of Group/Club_____
Contact Person_____
Address _____
Telephone_____ Cell Phone_____ Fax_____

Date(s) Needed_____ Start Time_____am/pm Ending Time_____am/pm

Date(s) Needed_____ Start Time_____am/pm Ending Time_____am/pm

Date(s) Needed_____ Start Time_____am/pm Ending Time_____am/pm

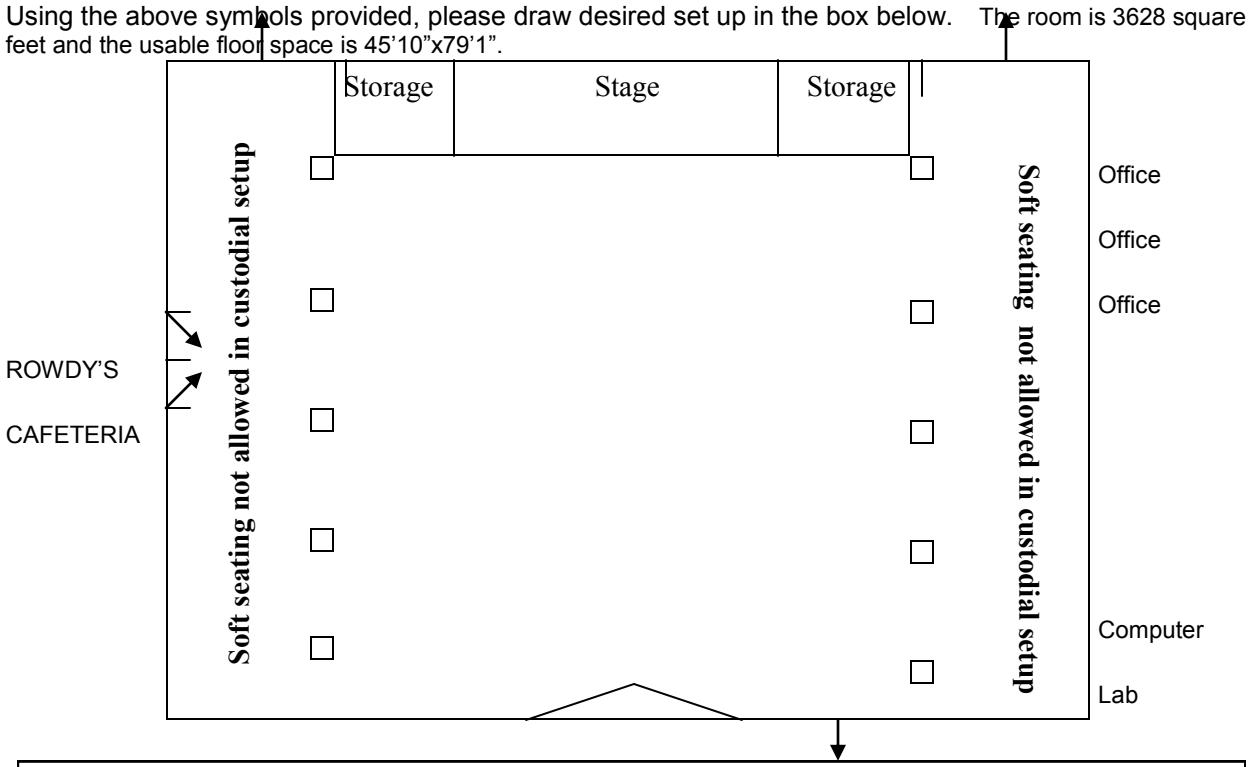
Name of Event_____ Number Attending _____

Describe Event_____

Table = ☐ # of Tables_____ Chair = X # of Chairs_____ Podium = PD

PLEASE NOTE: Couches and bistro tables cannot be added to custodial set up.

Using the above symbols provided, please draw desired set up in the box below. The room is 3628 square feet and the usable floor space is 45'10"x79'1".



FOR CUSTODIAL USE

Set Up Done By_____Start Time_____Done Time_____
Set Up Checked By_____Date_____