



Louisiana Housing Corporation

The following resolution was offered by Board Member Michael L. Airhart and seconded by Board Member Dr. Daryl V. Burckel:

RESOLUTION

A resolution authorizing the Louisiana Housing Corporation to execute agreements for the use of Corporation owned buildings and training facilities; and providing for other matters in connection therewith.

WHEREAS, the Louisiana Housing Corporation ("LHC" or "Corporation") was created by and pursuant to the Louisiana Housing Corporation Act contained in Chapter 3-G of the Louisiana Revised Statutes of 1950, as amended (R.S. 40:600.86 through R.S. 40:600.111); and

WHEREAS, La R.S. 40:600.91(A)(4), the Corporation may make and execute contracts and all other instruments necessary or convenient for the exercise of its powers and functions pursuant to this Chapter with any federal or state governmental agency, public or private corporation, lending institution, or other entity or person; and

WHEREAS, the LHC has been approached by several organizations for the use of its training facilities and conference rooms; and

WHEREAS, the LHC has determined a need for a specific policy and guidance regarding the use of its facilities by outside entities and organizations; and,

WHEREAS the LHC had developed and drafted rental use agreements and a rental use policy. (Attachment A)

NOW THEREFORE BE IT RESOLVED by the Board of Directors of the Louisiana Housing Corporation (the "Board"), acting as the governing authority of said Corporation that:

SECTION 1. The Board hereby authorizes the LHC to execute contract documents for the rental and use of LHC owned facilities.

SECTION 2. The LHC Appointing Authority, staff, and counsel are authorized and directed to prepare any other such documents as may be necessary to effectuate the above-referenced contracts and other documents.

SECTION 3. The Chairman, Secretary, and Appointing Authority of the Corporation are hereby authorized, empowered and directed to execute any forms and/or documents required to be executed on behalf of and in the name of the Corporation, the terms of which are to be consistent with the provisions of this resolution.

This resolution having been submitted to a vote, the vote thereon was as follows:

YEAS: Mayson H. Foster, Michael L. Airhart, Dr. Daryl V. Burckel, Larry Ferdinand, Preston Robinson obo Treasurer John N. Kennedy, Ellen M. Lee, Matthew P. Ritchie, Guy T. Williams, Jr.

NAYS: None.

ABSENT: Malcolm Young, Jr., Willie Spears.

ABSTAIN: None.

And the resolution was declared adopted on this, the 9th day of September, 2015.


Chairman



Secretary

STATE OF LOUISIANA

PARISH OF EAST BATON ROUGE

I, the undersigned Secretary of the Board of Directors of the Louisiana Housing Corporation (the "Board"), do hereby certify that the foregoing two (2) pages constitute a true and correct copy of a resolution adopted by said Board on September 9, 2015, entitled: "A resolution authorizing the Louisiana Housing Corporation to execute agreements for the use of Corporation owned buildings and training facilities; and providing for other matters in connection therewith."

IN FAITH WHEREOF, witness my official signature and the impress of the official seal of the Corporation on this, the 9th day of September 2015.



Secretary

(SEAL)





Office Use Only

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|----------|
| Rental # |
|----------|

Louisiana Housing Corporation Facility Rental/Application (Attachment A)

| APPLICANT INFORMATION | | | | | |
|--|--|--|---|--|-------|
| Organization Name: | | | | | |
| Mailing Address City, State, Zip: | | | | | |
| Primary Contact: (Name/Title) | | Secondary Contract: (Name/Title) | | | |
| Phone: | Cell Phone: | Phone: | Cell Phone: | | |
| Fax: | Email: | Fax: | Email: | | |
| Organization/ Event Website: | | Non-Profit 501(c)(3): <input type="checkbox"/> YES <input type="checkbox"/> NO Non-Profit ID# _____ | | | |
| EVENT INFORMATION | | | | | |
| Event Name: | | | | | |
| Type: (Check all that apply) | <input type="checkbox"/> Facility Rental <input type="checkbox"/> Private Event | <input type="checkbox"/> Public Event <input type="checkbox"/> Meeting | <input type="checkbox"/> Conference <input type="checkbox"/> Meeting | <input type="checkbox"/> Program: <input type="checkbox"/> Other: | |
| Event Description: Please describe your event in detail (Use a separate page if necessary) | | | | | |
| Site Requested: (Indicate specific facility and/or room(s)) | | | | | |
| Event Date(s): (Date/Times OPEN to attendees) | Start Day/Date: | End Day/Date: | Event Hours: | Starts: | Ends: |
| Setup/Take Down Dates: | Start Day/Date: | End Day/Date: | Setup/ Take Down Times | Starts: | Ends: |
| Event Size: | # of Staff/Volunteers: | | # of Attendees: | | |

EVENT INFORMATION CONTINUED

If you are partnering with an outside vendor, please indicate which company you are working with and include contact and emergency numbers for the vendor(s).

Is this event open to the public or private event? Public Private

If open to the public, please check all methods by which the event is advertised: TV Radio Internet Billboards Posters Newspaper
Other: _____

Do you plan to provide food at your event? Yes No
Name of Caterer: _____

Special Note: Only light refreshments may be served, such as cookies, sandwiches, sack lunches, coffee, tea and soft drinks.

STAFF & SECURITY

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

Security needed? Yes No

NO DRUGS, ALCOHOL OR WEAPONS

Drugs and Alcohol use on the Louisiana Housing Corporation's properties is strictly prohibited. It is unlawful to manufacture, distribute, dispense, possess, or use a controlled substance or illegal drugs on LHC property. Violators will be prosecuted to the fullest extent of the law. Additionally, the possession or use of weapons inside the facilities is also prohibited.

HOLD HARMLESS

I, the undersigned, having read and being in full agreement with the above conditions, will comply with all policies and ordinances of the State of Louisiana and the Louisiana Housing Corporation. I also will assume responsibility for any damages to the property or equipment thereof, and will pay a fair price, determined by LHC, for said damages. I do hereby waive, absolve, indemnify, and agree to hold harmless the State of Louisiana, all State Departments, Agencies, Boards and Commissions, its officers, agents, servants, employees, and volunteers, from and against any and all claims, damages, expenses, and liability arising out of injury or death to any person or the damage, loss or destruction of any property which may occur, or in any way grow out of, any act or omission of Contractor, its agents, servants, and employees, or any and all costs, expenses and/or attorney fees incurred by Contractor as a result of any claims, demands, suits or causes of action, except those claims, demands, suits, or causes of action arising out of the negligence of the State of Louisiana, all State Departments, Agencies, Boards, Commissions, its officers, agents, servants, employees and volunteers.

I certify that the information that we have provided on this application is true and accurate to the best of my knowledge. I certify that I am aware and read the Facility Rental Policy and will adhere to the guidelines as written. If our plans change, we will submit a revised application accordingly to LHC.

| | |
|---------------------------|------------------------------|
| Primary Contact Signature | Primary Contact Printed Name |
| Title | Date |

Original to: Louisiana Housing Corporation
c/o Operation Department
2415 Quail Drive
Baton Rouge, LA 70808

May send via email/ fax in addition to:
Fax: 225-763-8739
Email: FacilityManagement@lhc.la.gov



Internal Policy- Rental Rates

Louisiana Housing Corporation Meeting Room Rental Fees

| Main Location-Quail Drive | | | | |
|----------------------------------|--|------------------------|------------------------|------------------------|
| | Non-Profit Half Day | Non-Profit Full Day | For Profit Half Day | For Profit Full Day |
| V. Jean Butler Boardroom | \$720 | \$900 | \$800 | \$1000 |
| Committee Room 1 | \$200 | \$240 | \$200 | \$250 |
| Committee Room 2 | \$240 | \$300 | \$280 | \$350 |
| Combined Committee 1 & 2 | \$440 | \$540 | \$480 | \$600 |
| Multi-Purpose Room | \$200 (separate use only) | | | |
| Mid-City Atrium | | | | |
| | \$150 | | | |
| Industriplex | | | | |
| | Non-Profit Half Day | Non-Profit Full Day | For Profit Half Day | For Profit Full Day |
| Technology Classroom | n/a | \$200 | n/a | \$300 |
| Weatherization Training Facility | n/a | \$500 | n/a | \$600 |
| ADDITIONAL FEES: | | | | |
| Deposit-Litter-Damage | \$300.00 | | | |
| Staffing (per request) | \$30.00 per hour (security) | | | |
| | \$25.00 per hour (ongoing IT support, if needed, during the event) | | | |

Please note:

- All non-profits must provide proof of IRS 501(c)3 status
- Half Day is considered 4 hours or less
- Prices are based on room capacity multiplied by the following:
 - \$7.82 per person (non-profit)
 - \$8.91 per person (for profit)