

RENTING THE J. MICHAEL EARLY STUDIO

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://cmm.loyno.edu/masscomm/facilities-and-rentals>

FEES*

For-Profit Organization	\$250/hour, \$200 for each additional hour
Non-Profit Organization	\$200/Hour, \$150 for each additional hour
Loyola Organization	No rental fee, approved on case by base basis by the Director
Full Day Rental	\$1000 (includes set-up and breakdown)
Laboratory Space	\$500 per day*
Classroom Space	\$250 per day*
Radio/Podcast Room A	\$100/Hour, \$75 for each additional hour*

* Reduced fees may be available for projects partnered with the School of Communication + Design. Partnerships are approved by the Director.

Additional fees may apply depending on the needs of the event. Other fee-based services include: parking passes, cleaning, catering, student labor, and use of editing suites.

RENTAL POLICIES

Use of any additional Loyola equipment is granted on a case by case basis, and may be rescinded at any time. The School of Communication & Design is not liable for any damages incurred during facility and/or equipment rental, and any subsequent fees will be invoiced.

The School of Communication & Design reserves the right to deny or cancel any space reservations.

CONTACT

Studio Booking and Billing

Caleigh Flynn
Administrative Assistant
(504) 865-3430
ceflynn@loyno.edu

Technical Direction and Assistance

Albert Dupont
Technical Coordinator
(504) 865-2653
afdupont@loyno.edu