



Bishop Robert E. Tracy Center

1800 South Acadian Thruway
P O Box 2028

Baton Rouge, LA 70821-2028

Phone: 225-242-0222 Fax: 225-242-0134

www.tracycenter.org

Rental Space

ROOMS	MAXIMUM CAPACITY	RATES	ROOM RENTAL ONLY Minimum Attendee Guarantee 2 Weeks Prior to Event	ROOM RENTAL WITH MEALS
103	20	\$80.00	No Minimum	Borders for meals is no charge
104	50	\$80.00	No Minimum	Borders for meals is no charge
105	60	\$80.00	No Minimum	Borders for meals is no charge
202	50	\$80.00	No Minimum	Borders for meals is no charge
203	50	\$80.00	No Minimum	Borders for meals is no charge
204	50	\$80.00	No Minimum	Borders for meals is no charge
205	50	\$80.00	No Minimum	Borders for meals is no charge
206	120	\$160.00	No Minimum	Borders for meals is no charge
Ballroom	500	\$900.00	75	\$450.00 Room Rental w/min of 200 Meals or 300 ppl Reception
Westerfield Conference Center	120	\$600.00	30	Borders for meals is no charge
Theatre	196	\$300.00	No Minimum	Borders for meals is no charge
St. Joseph Chapel	175	\$100.00	30	Borders for meals is no charge
Resurrection Chapel	40	\$50.00	No Minimum	Borders for meals is no charge
Christ Court	1000	\$600.00	No Minimum	Borders for meals is no charge
St. Joseph Courtyard	100	\$100.00	No Minimum	\$100 Room Rental with Food Order
Borders Dining Room	90	\$100.00	No Minimum	\$100 Room Rental with Food Order
Gauci Dining Room	16	\$80.00	No Minimum	No Minimum
Gillespie Dining Room	18	\$200.00	No Minimum	16 With Minimum Food and Beverage Purchase of \$160

Overnight Use and Rates

- The Overnight Retreat Center has 30 private guestrooms and can accommodate up to 120 people (quad occupancy). Each room has a private bathroom. A minimum of 8 rooms (double occupancy) is required to reserve the Overnight Retreat Center. We do not rent individual rooms out.
- The rental of guestrooms grants use of one meeting room at no additional charge. Rooms are booked by block only (not individually). Additional meeting room charges are applied when additional space is required. Exclusive use of Overnight Retreat Center by a single user is not guaranteed when booking a retreat or conference. Neither is use of Westerfield Conference Center guaranteed when booking a retreat or conference.
- All keys must be turned in upon departure or a \$5.00 fee per missing key will be charged.

30 OVERNIGHT ROOMS Accommodates up to 120	RATE PER NIGHT	PER ROOM	MINIMUM ROOMS	ROOM AMMENATIES
Single Occupancy	\$45.00			Private bath, soap, kleenex, plastic cups, bed linens, pillow, blanket, towels
Double Occupancy	\$55.00	\$27.50 per person	Block 8 rooms at double occupancy = \$440.00	Private bath, soap, kleenex, plastic cups, bed linens, pillow, blanket, towels
Triple Occupancy	\$60.00	\$20.00 per person		Private bath, soap, kleenex, plastic cups, bed linens, pillow, blanket, towels
Quad Occupancy	\$70.00	\$17.50 per person		Private bath, soap, kleenex, plastic cups, bed linens, pillow, blanket, towels

Security for evening and overnight events

\$125.00	4 HOUR BLOCK
\$350.00	24 HOUR BLOCK

Equipment Rental

Per Unit Per Day

Overhead Projector	\$25.00
TV/VCR/DVD	\$40.00
CD Player	\$15.00
Projection Screen	\$10.00
LCD Projector	\$50.00
Easel/Flip Chart	\$10.00
AV Cart with/without speakers	\$25.00