



LAMAR HALL TERMS OF USE

Accommodations

- Auditorium
- Computer
- Multimedia Lectern
- Blue-Ray Player
- Document Camera
- Ceiling Mounted Projector
- Projection Screen

General Information

Space in Lamar Hall is available for meetings only. This facility is available for use, free of charge, to University of Mississippi departments and organizations.

All requests must be emailed with a notice of at least 3 business days. Requests submitted with less than 3 business days' notice may not be guaranteed in time for the event.

All requests for space must be submitted through Ole Miss Student Union Reservations office and these requests must be made in writing by completing the Ole Miss Union Reservation Form.

No more than four (4) consecutive meetings will be approved.

Due to building fire codes, the propping open of classroom doors in Lamar Hall is prohibited.

All requests must include ample time before and after the actual event for any needed set up and take down. Users will not be granted access to the space prior to the designated start time and must vacate the space at the designated end time. These times are absolute and the user is expected to abide by these requirements.

Space requests will be reviewed in the order in which the completed reservation form was received.

For classrooms in Lamar Hall, the user must contact the Facilities Management Department for support services by either calling (662)915-7003 or by submitting a notification. Examples of services, which might be required, could include attention to restrooms by Custodial Services or set up of additional tables by Trucking Services. The user will be responsible for the costs of any such services.

The User will be responsible for any and all damages caused by the acts of the User, its employees, agents, patrons, guests and artists whether accidental or otherwise.

There will be no food or drinks allowed in this facility.

Once the reservation request has been approved, you will receive an email confirming your reservation from the Ole Miss Student Union Reservations Office. If there are any mistakes or changes that need to be made, the approved contact person must respond with details of the mistake or requested changes.

The User will be responsible for returning the facility to its original condition upon completion of the event. This includes removal of any props or equipment, cleanup of all trash, and returning tables and chairs to their original setup. Care should also be taken to turn off the projector to extend the life of the projector bulb, which is expensive to replace. Failure to comply with this requirement will result in additional charges of at least \$50.00.

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Lamar Hall Building Hours

Fall/Spring Semesters

Monday - Thursday	7:00 a.m. - 10:00 p.m.
Friday	7:00 a.m. - 5:30 p.m.
Saturday	Closed
Sunday	2:30 pm. - 10:00 p.m.

Summer Semesters

Monday – Friday	7:00 a.m. - 6:00 p.m.
Saturdays and Sundays	Closed

If a request for the use of Lamar space is outside of normal building hours, after-hours access must be requested separate from the reservation form. This will insure that the building has been unlocked in time for the reservation to begin. It is also the responsibility of the group’s contact person to clear the building after their event has concluded to insure no stragglers remain in the building.

The Provost reserves the right to require that events held in this facility be ticketed by the UM Box Office.

All Federal, State, and Local laws will be enforced and must be abided by. All the rules and regulations stated in the M Book will also be followed when using this facility on the University of Mississippi campus.

I understand all the terms of use for this facility and the laws, rules and regulations associated with this facility. I hold myself responsible for any accidental/intentional incidents during the use of this facility. Providing inaccurate or incomplete information on the request form could result in denial of the request or cancellation of the event.

User Signature

Date