



BREVARD 134 TERMS OF USE

Accommodations

- 210 seats with tablet arms
- Stadium seating
- Computer accessible
- Projection screen
- Podium
- DVD player
- Long table at front of room

Common Uses

- Class/exams
- Conferences
- Lectures/presentations
- Meetings
- Movie screening
- Orientation

General Information

This facility is available for use, free of charge, to University of Mississippi departments and organizations.

The Student Union Reservations Office does require that a University account number or Visa/MasterCard number is provided to ensure that the costs of any damages or excessive cleaning can be covered.

Non-University licensees, when approved to use the facility, will be required to pay the following fees:

- \$100.00 user fee per hour
- \$75.00 cleaning fee per day

Cash, check, and Visa/MasterCard payments must be received by the Student Union Reservations Office no later than 4:00 PM on the business day immediately following submission of this request. Please note, if this request is being submitted with only a notice only seven days, payment must be received before the close of the current business day. In addition, all paperwork must be completed and submitted to the Student Union Reservations Office in accordance with the deadlines set forth in this document. Failure to meet these deadlines and requests could result in denial of your request or the cancellation of your event.

For this facility, the user must contact Facilities Management Department for support services at (662)915-7003. The user will be responsible for the costs of any such services.

The User will provide the Student Union Reservations Office with the name, address and phone number of the User's representative. This representative will be the sole person authorized to make changes to the reservation.

Requests for the use of this facility must be received in the Student Union Reservations Office no later than 7 days prior to the requested date of use.

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

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

The User will be responsible for returning this facility to its original condition upon completion of the event. This includes removal of any props or equipment, cleanup of all trash and restoration of any equipment supplied by the University. Failure to comply with this requirement will result in additional charges of at least \$50.00.

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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.

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

Student Organizations are required to fill out a Social Registration form online with OrgSync before they receive a confirmation for their event/meeting.

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 of 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