



LEWIS 101 TERMS OF USE

Accommodations

- 95 seats with desk top
- Classroom setting
- Projection screen
- Podium
- DVD player/VHS player
- Elmo
- Blackboard/Dry Erase Board

General Information

Computer is locked at all times. Please contact David Sanders at (662)915-5438 or dsanders@olemiss.edu to obtain the computer access code.

This facility is available for use, free of charge, to University of Mississippi Departments and Organizations.

The Reservations Office does require that a University account number or Visa/MasterCard number be 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

All balances must be paid before the day of the event. If no payment is made, the event will be cancelled. All requests for this space must be made with a notice of at least 3 business days. Any requests made within the 3 day notice will be made at the discretion of the Reservations Office supervisory staff. In addition, all paperwork must be completed and submitted to the 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.

Once the reservation request has been approved, you will receive an email confirming your reservation from the Reservations Office. If there are any mistakes or changes that need to be made, you will need to contact the Student Union Reservations Office at (662)915-7459.

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.

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.

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.

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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