



## MEEK AUDITORIUM TERMS OF USE

### **Accommodations**

- 155 Seats
- Stadium-style seating
- Built-in seats with tablet arms
- Stage
- Projection Screen

### **General Information**

Please contact Information Technology at (662)915-7206 if you will need computer access. All equipment and computer needs will need to be set up in advance.

This facility is available for use, free of charge, to University of Mississippi departments and organizations with approval from the Theatre Department.

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:

- \$150.00 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 30 days. Any requests made within the 30 day notice will be made at the discretion of the Department of Theatre Arts. 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.

Availability for this space is limited during the Fall and Spring Semesters.

The following fees apply to all users of Meek Auditorium. These fees will be assessed by the Department for technical assistance and/or equipment usage and will be deducted from the deposit:

- Lighting Instruments: \$6.00 per instrument per day of usage; the minimal lighting plot contains 20 instruments at \$120.00.
- Microphones: \$5.00 per microphone per day of usage
- \$40.00 per hour for set-up and take-down of equipment, props, etc.
- \$12.50 per hour for each student technician

For the set-up and removal of any needed equipment or furnishings not provided by the Department of Theatre Arts, the user must submit work orders to the Facilities Management Department at (662)915-7003. The user will be responsible for the costs of these work orders.

Once the reservation request has been approved, you will receive an email confirming your reservation from the Student Union 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 Department of Theatre Arts requires that at least one student technician be on duty to run each event. Additional technicians may be required depending on the nature of the event.

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Users of Meek Auditorium will be required to purchase materials of any scenery or property items that are needed for productions. No stock pieces, costumes, or properties may be used without permission of the opera director. A minimal number of black chairs and stands are available for use without charge.

The Department of Theatre Arts reserves the right to require that events held in Meek Auditorium be ticketed by the UM Box Office.

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 lights, rigging and any other equipment supplied by the Department of Theatre Arts. Failure to comply with this requirement will result in additional charges of at least \$50.00. These charges will be billed or charged to the account number provided in the original request.

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.

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.*

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*User Signature*

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*Date*