



**UNIVERSITY DEPARTMENT AND STUDENT ORGANIZATION  
SPACE RESERVATION REQUEST FORM**

Please fill out this form **in its entirety** and return to 210 Lester Hall, by e-mail to [pamsmith@olemiss.edu](mailto:pamsmith@olemiss.edu), or by fax to (662)915-5410. **Reservation must be completed by an organization’s designated member registered within Msync.**

**Contact Information:**

Campus Department/Student Organization: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone Number: \_\_\_\_\_ E-mail: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

**Event Information:**

Name of Event: \_\_\_\_\_ Date of Event: \_\_\_\_\_

Description of Event (specific details): \_\_\_\_\_

\_\_\_\_\_

Times: (Begins) \_\_\_\_\_ (Ends) \_\_\_\_\_ Estimated Attendance: \_\_\_\_\_

*\*Include time for both event setup and break-down.*

Will food be provided?    Yes        No

Is this a dance or Greek Show?    Yes        No

Will there be sound and/or music?        Yes        No

Requested Location: \_\_\_\_\_

If unavailable, please list an alternate location: \_\_\_\_\_

*For a list of available spaces, please visit [union.olemiss.edu/locations](http://union.olemiss.edu/locations).*

**Policies and Additional Information**

There are no charges to use facilities for registered student organizations and campus departments. Other fees may apply (e.g., setup, clean-up)

Any request submitted without a valid university account number or Visa/MasterCard number will not be processed. Failure to provide information will result in the form being discarded; as a result, another reservation form must be submitted.

No smoking or alcoholic beverages will be permitted in any space. The user/organization/department is responsible for policing their guests.

Alterations made to room setup will result in an additional labor fee to be determined once setup has been completed.

No tape, tacks, or pins can be used on the furnishings or the walls.

Fronting is prohibited. Fronting is when an individual or organization uses university space/facilities and services under the guise that the activity is a university-sponsored program. Violator’s will have their reservation privileges revoked.

In the event that the university suspends campus activities or closes, the space reservation will be cancelled, and the user will have the opportunity to reschedule.

Any equipment needed that is not listed within the Terms of Use for each venue is not provided.

**Payment and Miscellaneous Information**

Visa/MasterCard: # \_\_\_\_\_ Exp. \_\_\_\_\_ CVC \_\_\_\_\_

Check or Cash: \_\_\_\_\_

University Account Number: \_\_\_\_\_

*\*Only Visa and MasterCard are accepted forms of payment for credit card users.*

*\*Credit card payments will be assessed a convenience fee of 2.5% per charge.*

*\*All checks must be made payable to The University of Mississippi.*

*\*Please provide a university account number and/or credit card number in the event damage expenses are incurred.*

The Classroom Technology department is responsible for A/V equipment in each venue. If you have any problems during your reservation, please contact (662)915-2850. All equipment must remain in reserved room at all times.

*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.*

Signature of User: \_\_\_\_\_ Date \_\_\_\_\_

**FOR OMSU USE ONLY**

Location: \_\_\_\_\_ Total Fees: \$ \_\_\_\_\_

Date paid: \_\_\_\_\_ cash check card Check # \_\_\_\_\_

Receipt # \_\_\_\_\_ Initials of OMSU \_\_\_\_\_