



UNIVERSITY DEPARTMENT AND STUDENT ORGANIZATION
SPACE RESERVATION REQUEST FORM

Please fill out this form in its entirety and return to 419 Student Union, by e-mail to pamsmith@olemiss.edu, or by fax to (662)915-5410. Reservation must be completed by an organization's designated member within OrgSync.

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.

Space Fees

Table with 2 columns: Space Name, Fee Status. Rows include Student Union Ballroom (Offline due to construction), Student Union Ballroom, 404, 405, and 412 (Offline due to construction), and Other Spaces (No charge).

Miscellaneous Information

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 allowed 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.

*Continued on back

Equipment Policy

Any equipment needed for reservations within spaces inside the Ole Miss Student Union must be provided by the Student Union. Please inquire about equipment upon completion of reservation form.

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.*

Student Union staff members are responsible for operation of equipment. If you have any problems during your reservation, please contact 915-7549 or 915-1044. 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 _____