

## **Student Union 4th Floor Room Reservations – University Users**

**Summary/Purpose:** Outlines process for making room reservations for the 4th Floor of the Student Union for student organizations and campus departments as well as the associated fee structure.

### **GENERAL**

The 4th floor meeting rooms in the Student Union are available rent free to university affiliated organizations and student groups. Reservations can be made for these rooms only by calling the Ole Miss Student Union Reservations Office at (662)915-7459. Rooms must be reserved a minimum of 24 hours in advance of use and a maximum of 1 year in advance of use. Beginning in December 2016, the Student Union rooms will be offline due to renovation of the existing Student Union.

The hours of use are between the hours of 6:00 a.m. and midnight throughout the week.

Reservations are not accepted for events starting after 8:00 PM except for official university functions.

Groups are responsible for contacting the Ole Miss Student Union Reservations Office to make semester long or reoccurring reservations. No reservations will be made on an “automatic” basis.

Reservations will not be accepted for dates on home football weekends beginning at 5:00 p.m. on the Friday preceding the Saturday football game until 9:00 a.m. the Sunday following the game.

For social events sponsored by student or Greek organizations, a copy of the completed Social Event Registration Form is required to complete the reservation. This form can be found on OrgSync.om. If the form is not received before the social event is scheduled to begin, the reservation will be canceled (see Security and Sponsor Responsibilities below).

Once a reservation has been made, a confirmation will be faxed or emailed to the contact person. Reservations are not confirmed until a notification has been sent.

It is then that person’s responsibility to check the reservation for correct date/s, time, room, and set-up needs. The group is also responsible for notifying the Ole Miss Student Union Reservations Office if they decide to cancel their event.

Providing inaccurate or incomplete information to the Ole Miss Student Union Reservations Office staff could result in denial of the request or cancellation of the event.

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.

## The University of Mississippi

For the loading and unloading of items for events, no vehicles will be allowed to drive or to park on the Union Plaza.

The use of alcohol and illegal drugs is strictly prohibited.

No items of any nature may be attached to the walls of the 4th floor meeting rooms. This includes pins, posters, balloons, tape or any other type of adhesive. In addition, the use of glitter and confetti is strictly prohibited. Groups will be charged for damage to rooms and/or equipment and for excessive clean-up.

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

Spaces are not considered “reserved” until a confirmation has been sent from the Ole Miss Student Union Reservations Office.

### **CANCELLATIONS**

A 24-hour cancellation notice must be given for all canceled events, with the exception of events scheduled for the Ballroom. Reservations for the Ballroom require a 48-hour cancellation notice. Failure to give an adequate cancellation notice may result in denial of future reservations.

### **FEEES FOR CAMPUS DEPARTMENTS AND STUDENT ORGANIZATIONS**

Student Union Ballroom                      \$50.00 (student organizations exempt from usage fee)

Student Union 404, 405, and 412      \$50.00 (clean-up fee when food is served)

Student Union 404, 405, and 412 are available for use, free of charge, to The University of Mississippi departments and registered student organizations. Food is permitted in these locations with a \$50.00 clean-up fee. The only fees incurred for university-related events are for clean-up and set-up charges for some spaces. With advance notice, rooms 404, 405, and 412 may have the setup changed for an additional charge to the department or organization.

### **EQUIPMENT USE**

Any equipment needed for reservations within spaces inside the Ole Miss Student Union must be provided by the Student Union. Failure to return any equipment after use will result in a charge for the total cost of the equipment.

### **FEE PAYMENT**

Any request submitted without a valid university account number or Visa/MasterCard number will not be processed.

## The University of Mississippi

Failure to provide a valid account number before the date of the event will result in cancellation of the space reservation.

### **SECURITY AND SPONSOR RESPONSIBILITIES**

Events after 5:00 p.m. during the week and all events held during the weekends may require security present during entirety of event at the discretion of the Ole Miss Student Union. Security is required at all dances and social events in the Student Union sponsored by recognized student organizations with 20 or more people expected to attend. Security must be provided by a recognized, bonded agency and approved by the University Police Department. Users of the facility must abide by University regulations and federal, state, and local laws. Security personnel have authority to close any event when safety or security is at risk.

Organizational and individual sponsors are responsible for the following:

- Ensure groups limit activities to their assigned area of the Student Union;
- Ensure proper conduct of all attendees, including children;
- Cover the costs of any extra service;
- Restore immediately and/or pay costs (including labor) arising out of use of the facility for any and all claims of damage. Student Union Reservations Office reserves the right to access additional fees, require forfeiture of any fees/deposits, and/or deny future usage of the facility for failure to comply;
- Adhere to the prescribed times for the start and the end of the activity.

The Student Union Reservations Office reserves the right to involve the University Police Department in the documentation of any damage to the facility.