



**OLE MISS STUDENT UNION MEETING ROOMS
RESERVATION REQUEST FORM**

Please fill out this form **in its entirety** and return to Student Union 3rd floor, Suite H301, by e-mail to unionreservations@olemiss.edu, or by fax to (662)915-5410. **Reservation must be completed by a registered student organization’s designated member within The Forum.**

Contact Information:

Campus Department/Registered Student Organization: _____

Contact Person: _____

Phone Number: _____ E-mail: _____

Mailing Address: _____

Meeting or Event Information:

Name of Meeting or Event: _____ Date of Event: _____

Description of Event (specific details): _____

Expected Attendance: _____

Times: (Begins) _____ (Ends) _____
(Setup) _____ (Breakdown) _____

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

Will food be provided? Yes No

Description of Audio/Visual Needs

Audio/Video Type Requested

Presentation (no sound) Presentation (with sound)

****Users are welcome to bring their own device to connect to the built in AV ports.**

****Masks must be worn at all times inside the OMSU as well as inside meeting and conference rooms.**

****Due to the University’s COVID 19 protocols, all room set ups in the meeting spaces must adhere to the social distancing guidelines. Please see below for the Fall 2020 room configurations:**

| Rooms | Max Capacity |
|---------------------|---------------------|
| 321 | 18 Theater Style |
| 322 | 8 Boardroom |
| 323 | 36 Theater Style |
| 323 A | 18 Theater Style |
| 323 B | 18 Theater Style |
| 325 | 8 Hollow Square |
| 326 | 18 Theater Style |
| 330 | 4 Hollow Square |
| SEC Conference Room | 4 Boardroom |
| Auditorium 124 | 27 Conference |

Reservation Policies

The Ole Miss Student Union (OMSU) meeting rooms may be reserved for use by recognized and/or registered student organizations and university departments. Exceptions to the following guidelines will be granted at the discretion of the Director of the Ole Miss Student Union or his/her designees. The Ole Miss Student Union is supported by the university in order to support the facilities, programming and services to the entire Ole Miss student population. Thus, policies and parameters regarding building use are developed to create a productive and positive learning environment for Ole Miss students. The department may limit activities, guests and use of space to reflect the needs of all Ole Miss students.

All reservations for the Ole Miss Student Union are as follows:

- Recognized Annual University Events (e.g. New Student Orientation, Welcome Week, Open House, and Commencement) may be scheduled up to two years in advance. These are complex, annual events that impact the entire university and require coordination with the overall university calendar and extensive advanced planning
- Special Events (multi-venue/multi-day) may be scheduled up to one year in advance. During peak hours (after 5:00 p.m., 7 days a week) clients are limited to four (4) Special Event reservations per semester. These are complex events coordinated by a registered student organization or university departments that require substantial advanced planning such as major activities related to cultural month celebrations (such as Black History Month), sorority and fraternity recruitment, superior accomplishment award ceremonies, and conferences.
- Series Reservations (monthly meetings) may be scheduled beginning on July 1 for the current fiscal year.
- Single Reservations may be scheduled on a first-come, first-served basis after August 1, for the current academic year.

Reservation requests received by the priority deadline will be assigned according to the following priority:

- Recognized University Events
- Registered Student Organization and Division of Student Affairs Events
- Other University Department Events

Group Categories for Fees and Charges

Fees charged for the use of OMSU facility and services are determined in part by the type of group or organization requesting space and the type of event being held. Please read the following definitions carefully to determine the appropriate category for your group. Note that examples given are not all-inclusive. The final determination of group and event type will be made by OMSU Reservations office. Please be sure that all information provided is accurate, as misrepresentations may result in an adjustment of related fees and/or the loss of reservation privileges for space managed by the Ole Miss Student Union. The fees associated with the reservation include setup of the room with chairs and/or tables. Additional fees can be found by visiting union.olemiss.edu.

**There is a \$50.00 clean-up fee for any meetings or events where food is served.*

Equipment Policy

All equipment used must be provided by the Ole Miss Student Union. Exception requests to this policy must be made at the time of the reservation. Any equipment needed for reservations within the OMSU must be provided by the Student Union office. Please inquire about equipment upon completion of reservation form. Student Union staff members are responsible for operation of equipment. If you have any problems during your reservation, please contact 915-7459 or 915-1044. All equipment must remain in reserved room at all times.

After Hours Usage

Use of the OMSU outside of regular building operating hours will result in a charge of \$50 per hour for student organizations and \$75 per hour for university departments in addition to any established room rental fees and/or staffing fees.

Late Cancellation/No Show

Failure to cancel a reservation in a timely manner (30 days in advance for Special Event reservation, and three (3) business days in advance for a series/single reservation) will result in a late cancellation/no show fee. Registered student organizations and university departments will be charged 50% of the departmental room rental fee and any staffing fees associated with the reservation. Ole Miss Catering cancellation fees are separate from the reservation cancellation fees. _____ **(please initial)**

Events Exceeding Reservation Time

Due to scheduling, it is imperative that event organizers be mindful of the requested times of reservations. In the request, please include adequate set-up, actual event time, and break-down. Failure to adhere to reserved times will result in a \$30.00 fine for every fifteen (15) minutes exceeding the requested time of reservation. Excessive violations of this policy may result in loss of reservation privileges.

Setup and Equipment Needs

Event organizers are required to provide set-up information and equipment needs at the time the reservation is made. Last minute requests for set-up changes or additional equipment may not be honored. All equipment and furniture is to be moved and set-up by OMSU staff only (not event organizers). Special set-up staffing fees may be assessed if the client requests a set-up to be changed from the standard, fixed set-up or during the reservation.

Event Storage Space

Due to limited space, storage space for supplies is not available at the Ole Miss Student Union.

Decorations

Decorations, signs, and other materials may not be attached to the walls, doors, or painted surfaces with tape or staples. Poster putty or painter's tape, provided by the client, may be used. All materials must be removed at the conclusion of the meeting, event, or program. The use of glitter, confetti, bubbles, and fog/vapor machines is strictly prohibited. For best practices, all decorations should be approved by the OMSU Reservations office.

Fronting

Registered student organizations, university departments, or individuals may not serve as "fronts" for off-campus groups in order to gain unauthorized use of meeting space for the off-campus user. Meetings and events reserved by registered student organizations or university departments must fall under the following guidelines:

- The event/meeting must be conceptualized, planned, and managed by the registered student organization or university department and must truly be an organization or department initiative.
- Any costs associated with the event/meeting must be paid by the registered student organization either by providing a University account number or from the checking account belonging to the registered student organization.
- If the OMSU Reservations office suspects and/or believes that a reservation is fronting, reservation capabilities for the sponsoring organization will be revoked.

To be good stewards of our resources, the OMSU promotes and supports the initiatives and programs of the University, departments and registered student organizations, not individuals or businesses. The OMSU Reservations office will make the determination as to on-campus vs. off-campus sponsorship by considering the nature of the event, past experience with respect to similar events, type, and the nature of attendees.

Food and Beverage

Ole Miss Dining Services and Aramark are the exclusive caterer for the OMSU facility. Please contact Ole Miss Dining Services for information regarding food service options. All catering services are coordinated by the Ole Miss Dining Services office.

_____ **(please initial)**

Exceptions to the Food and Beverage Policy

To request an exception to utilize an external caterer, an External Catering Request must be submitted to the Ole Miss Dining Services office no later than four weeks prior to the date of the event. The OMSU Reservations office and Ole Miss Dining Services will review the agreement to determine if an exception is granted. If an exception is granted, the sponsoring organization must submit an External Catering Agreement form and is required to pay an external catering fee (25% of total catering bill) and to abide by the food handling practices in the Catering Agreement.

Clients wishing to bring in outside food that has been donated must request an exception to the catering policy (above) and include a signed letter from the donating organization indicating that they have donated the food, with the name of the event and value of the donation. Exceptions may be granted in rare circumstances to use external catering as part of a donation. If an exception for donated food is granted, the sponsoring organization is required to pay an external catering fee (25% of the donation value) and to abide by the food handling practices in the Catering Agreement.

Linens

Linen service must be arranged by University and Public Events or Ole Miss Catering. Please contact Ole Miss Catering at (662)915-7041 or University and Public Events at (662)915-1195.

Alcohol

Alcohol is not permitted inside or outside of the Ole Miss Student Union.

Smoking

Smoking is prohibited at all times, and at all locations of The University of Mississippi Oxford campus, including University-owned facilities, properties, and grounds. This includes but is not limited to the following:

- The interior of all University-owned buildings;
- All outside property or grounds of the Oxford campus, including sidewalks, parking lots, recreational areas and partially enclosed areas such as walkways, breezeways, patios, porches, gazebos, tents and bus shelters.

Departments and organizations found in violation of this policy are subject to loss of room reservation privileges for on calendar year from the date of reservation with the Ole Miss Student Union office.

Noise and Amplified Sound

All meetings, events, and programs should be conducted in such a manner as not to produce excessive noise that may be disruptive to others. Inside meeting rooms, amplified sounds need to be kept at an acceptable level. The OMSU Reservations office reserves the right to ask any group to bring their activity within acceptable sound levels.

Open Flame

Any use of fire producing articles (e.g., candles, incense, matches, etc.) is prohibited unless prior approval has been granted by the OMSU Reservations office.

Security

Any reservation hosted by a University department or registered student organization may require security coverage. The OMSU Reservations office will confer with the University Police Department to determine security needs. For registered student events, communication will be provided to the Ole Miss Student Union. Security can only be arranged by the Ole Miss Student Union. Fees for this security will be assessed by the OMSU department. No exceptions will be made for alternate security options.

Property Damage

All groups using the facility are responsible for any and all damages in their reserved area(s). The OMSU Reservations office reserves the right to bill any organization or department for damages or losses resulting from the use or misuse of the facilities or equipment.

- No property of the Ole Miss Student Union may be removed from the building without the consent of the OMSU administration;
- Suspending material from the ceiling or light fixtures is prohibited, as are decorations, displays, or exhibits which require flame or water;
- The OMSU Reservations office reserves the right to charge for cleaning the area to return it to a condition adequate for continued use by other groups;
- The OMSU office does not assume responsibility for damage to or loss of any materials or equipment left in the building;
- The use of tape, glue, thumbtacks or adhesive on the walls, ceilings, frames, columns, floors or staging for attaching any materials is not permitted unless by special permission from the Ole Miss Student Union;
- All groups using the Ole Miss Student Union are responsible for any and all damages inflicted within the Ole Miss Student Union.

_____ **(please initial)**

Revoke of Reservation & Event Capabilities

If groups damage, harm, or abuse spaces within or around the Ole Miss Student Union, the OMSU Reservations office reserves the right to revoke reservation and events capabilities for at least six months from the date of revoked services and place them on notice. In addition, all future reservations will be cancelled. After six months, the group may request to have this status removed and capabilities restored. All overdue fees must also be paid to begin to utilize the Ole Miss Student Union.

Inclement Weather

When hazardous weather is imminent, the OMSU Reservations office will follow appropriate emergency action plans and campus protocol to meet the safety and security of the campus and community. We ask that all guests follow procedures and comply with instructions during these weather and safety situations.

When the University of Mississippi issues a full closure of the university, the OMSU Reservations office will cancel all reservations within our facilities and not assess cancellation fees. For announcements related to campus closure, visit emergency.olemiss.edu.

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.*

****No reservation is confirmed until a payment method is provided.***

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

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

Fees Assessed:

| | | | |
|-------|----------|-------|----------|
| _____ | \$ _____ | _____ | \$ _____ |
| _____ | \$ _____ | _____ | \$ _____ |
| _____ | \$ _____ | _____ | \$ _____ |
| _____ | \$ _____ | _____ | \$ _____ |
| _____ | \$ _____ | _____ | \$ _____ |
| _____ | \$ _____ | _____ | \$ _____ |
| _____ | \$ _____ | _____ | \$ _____ |

Location: _____ Total Fees: \$ _____

Date paid: _____ cash check card Check # _____

Receipt # _____ Initials of OMSU _____