



**THE GERTRUDE C. FORD OLE MISS STUDENT UNION MEETING ROOMS**

**RESERVATION REQUEST FORM**

Please fill out this form **in its entirety** and return to Student Union 3<sup>rd</sup> floor, Suite H301, or by e-mail to **unionreservations@olemiss.edu**. **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: \_\_\_\_\_ Requested Room Setup: \_\_\_\_\_

Room Requested: \_\_\_\_\_ *(Room will be confirmed pending availability)*

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**

Video Type Requested

Presentation (no sound)      Presentation (with sound)      No Presentation (with sound)      No Presentation (no sound)

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

Smart Podium      Lavalier Mic\*      Wireless Mic\*

*\*Microphones are only available in rooms 323 and Auditorium 124.*

*\*Auditorium 124 requires the user to provide their own device with HDMI capabilities.*

**Reservation Policies**

The Gertrude C. Ford 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 OMSU or his/her designees. The OMSU 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 OMSU 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.

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 OMSU. 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](http://union.olemiss.edu).

\_\_\_\_\_ (*please initial*)

### **Equipment Policy**

All equipment used must be provided by the OMSU. 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 915-1044 or the Information Desk located on the second floor of the building. 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, security fees, and 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 OMSU.** Any requests for early setups in rooms are subject to additional room rental fees pending availability.

### **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, helium balloons, and fog/vapor machines is strictly prohibited. For best practices, all decorations should be approved by the OMSU Reservations office. Damages resulting in the use of decorations will be assessed to the payment method on file.

\_\_\_\_\_ *(please initial)*

### **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 or university department 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 preferred caterer for the OMSU facility. Please contact Ole Miss Dining Services for information regarding food service options. Users may not sell food nor contract with an off-campus caterer/vendor to sell food in the OMSU.

All non-Aramark food and/or drink requests require approval by the OMSU office prior to space reservation confirmation. The catering request form can be completed at [union.olemiss.edu/spacereservations](http://union.olemiss.edu/spacereservations).

If an additional space is required for catering preparation, the client may be subject to additional room reservation fees and is dependent upon availability of space. A \$50 non-Aramark food service fee will be assessed to each reservation. If food/beverage or trash associated with the reservation is left in the reserved space, a \$100 cleaning fee will be assessed.

\_\_\_\_\_ *(please initial)*

### **Linens**

Linen service must be arranged by Special Events or Ole Miss Catering. Please contact Ole Miss Catering at (662)915-7041 or University and Public Events at (662)915-1195. A fee of \$2.00 per linen will be assessed if OMSU staff are responsible for placing linens on tables.

### **Alcohol**

Alcohol is not permitted inside or outside of the OMSU.

### **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 OMSU 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 and is required for any reservations held after normal operating hours. 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 OMSU. Security can only be arranged by the OMSU. 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 OMSU 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 OMSU;
- All groups using the OMSU are responsible for any and all damages inflicted within the OMSU.

\_\_\_\_\_ *(please initial)*

### **Revoke of Reservation & Event Capabilities**

If groups damage, harm, or abuse spaces within or around the OMSU, 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 OMSU.

### **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](http://emergency.olemiss.edu).

**Payment and Miscellaneous Information**

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

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

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

Student Activity Fee Approved:        yes            no

- 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.
- **For university 30-accounts, an e-mail confirming usage of the account must be submitted with the reservation form.**
- 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 \_\_\_\_\_