Student Union and 4th Floor Room Reservations

Summary/Purpose: Outlines process for making room reservations for the 4th Floor of the Student Union 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 Physical Plant at 915-7106. Rooms must be reserved a minimum of 24 hours in advance of use and a maximum of 1 year in advance of use.

The hours of use are:
- Sunday – Wednesday – 6:00 AM to 10:00 PM
- Thursday – 6:00 AM to Midnight
- Friday & Saturday - 6:00 AM to 1:00 AM

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

Groups are responsible for contacting the Physical Plant to make semester long or reoccurring reservations. No reservations will be made on an “automatic” basis.

Groups sponsoring blood drives for 2 or more days must book the rooms straight through to the last day of the drive to accommodate leaving the equipment set up in the room.

For social events sponsored by student organizations, a copy of the completed Social Event Registration Form is required to complete this reservation. This form may be faxed to 915-5253 or delivered to the Physical Plant Office on Hathorn Road. If the form is not received before the social event is scheduled to begin, the reservation will be cancelled. Registration forms are obtained from the Dean of Students’ office (see SECURITY AND SPONSOR RESPONSIBILITIES below).

Once a reservation has been made, a confirmation will be faxed or emailed to the contact person. 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 Physical Plant Office if they decide to cancel their event (see CANCELLATIONS section below).

Providing inaccurate or incomplete information to the Reservation staff could result in denial of the request or cancellation of the event.

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

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.

CANCELLATIONS

A 24-hour cancellation notice must be given for all cancelled 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. In addition, for non-University groups, failure to do so may result in forfeiture of fees.

FEES FOR UNIVERSITY AFFILIATED GROUPS

RENTAL FEES – University groups will not be charged a rental fee for these rooms.

DANCE FEES – University groups sponsoring a dance will be charged a $75 service fee.

BANQUET FEES - University groups having a banquet will be charged a clean-up fee.

<table>
<thead>
<tr>
<th>Room</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ballroom</td>
<td>$40</td>
</tr>
<tr>
<td>All other rooms</td>
<td>$25</td>
</tr>
</tbody>
</table>

CLEAN-UP FEES - No food clean-up fee will be charged for light snacks unless an excessive mess has been left in the room. Physical Plant staff will assess clean-up fees based on cleaning requirements.

FEES FOR NON-UNIVERSITY AFFILIATED GROUPS

RENTAL FEES – Non-University groups, individuals and businesses will be charged a per-day rental fee.

<table>
<thead>
<tr>
<th>Room</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ballroom</td>
<td>$200</td>
</tr>
<tr>
<td>Room 403</td>
<td>$35</td>
</tr>
<tr>
<td>Room 404/405 A&amp;B</td>
<td>$100</td>
</tr>
<tr>
<td>Room 404/405 A</td>
<td>$60</td>
</tr>
<tr>
<td>Room 404/405 B</td>
<td>$40</td>
</tr>
<tr>
<td>Room 412</td>
<td>$30</td>
</tr>
<tr>
<td>Room 417</td>
<td>$30</td>
</tr>
</tbody>
</table>

DANCE FEES – In addition to the rental fee, non-University groups sponsoring a dance will be charged a $100 service fee.

BANQUET FEES – In addition to the rental fee, non-University groups having a banquet will be charged a clean-up fee.

<table>
<thead>
<tr>
<th>Room</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ballroom</td>
<td>$50</td>
</tr>
<tr>
<td>Room 404/405 A&amp;B</td>
<td>$40</td>
</tr>
</tbody>
</table>
• Room 404/405 A or B  $30
• All other rooms  $25

CLEAN-UP FEES - No food clean-up fee will be charged for light snacks unless an excessive mess has been left in the room. Physical Plant staff will assess clean-up fees based on cleaning requirements.

FEE PAYMENT

Failure to pay fees before the date of the event will result in cancellation of the room reservation. Fees may be paid by mailing a check to: Physical Plant Administration, P.O. Box 1848, University, MS 38677, or paid in person at our office on Hathorn Road.

SECURITY AND SPONSOR RESPONSIBILITIES

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. 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 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. Physical Plant 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.

Physical Plant reserves the right to involve University Police in the documentation of any damage to the facility.