



**MISSISSIPPI STATE UNIVERSITY COASTAL RESEARCH AND EXTENSION CENTER  
CONFERENCE ROOM USE AGREEMENT**

By signing this waiver, our organization has read and agreed to the Conference Room Policy for the Mississippi State University Coastal Research and Extension Center (MSU CREC) in Biloxi, Mississippi. In addition, we understand that MSU CREC is not responsible for injuries or theft that occurs on the campus during our event. We understand that it will be MSU CREC’s responsibility to maintain all equipment in the conference rooms and ensure they are functioning properly. We understand it will be our responsibility to leave the conference room in an acceptable condition when our event has concluded. We understand that any and all damage done to the room or the equipment MUST be reported before the end of the event. We understand that any payment discussed for the conference room rental must be given to the Office Associate or Business Manager on the day of the event. We understand the final number of attendees must be disclosed to MSU CREC no later than two (2) week prior to the scheduled event. In the event of cancellation, we understand that we must report to MSU CREC to cancel within 24 hours of the scheduled date. Furthermore, we understand it will be our responsibility to cancel any planned vendors or speakers for our event. Finally, we understand and agree to the occupancy requirements for the conference room assigned to us.

Date(s) of event: \_\_\_\_\_

Time frame of the event: \_\_\_\_\_

Conference Room reserved: \_\_\_\_\_

Occupancy limit: \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Printed Name:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Signature of MSU CREC Staff Member:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Printed name:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**THIS WAIVER MUST BE SIGNED AND RETURNED WITHIN FIVE (5) BUSINESS DAYS FROM THE TIME OF RESERVATION.  
FAILURE TO DO SO WILL RESULT IN CANCELLATION OF YOUR EVENT!**



MISSISSIPPI STATE UNIVERSITY  
MISSISSIPPI STATE UNIVERSITY COASTAL RESEARCH AND EXTENSION CENTER  
FACILITIES USE OPERATING POLICY AND PROCEDURE

**Purpose:**

The purpose of this document is to serve as a guide to reserving and maintaining the conference rooms for events being held at the Mississippi State University Coastal Research and Extension Center (MSU CREC) in Biloxi, Mississippi. The facility should be used only by those who request and reserve a room for the day and time allotted. While MSU CREC maintains and services the conference rooms, a number of matters are the responsibility of the organization renting the room.

**General Use Policy:**

The primary use of the MSU CREC facilities are outreach, service, and any activities in support of the official functions of these MSU CREC.

Any organization reserving the MSU CREC facilities must be the same organization that will utilize the facility for the originally stated purpose. A responsible party from the organization must be present until the event has concluded. The organization must abide by federal, state, and local laws.

**Event Types:**

These facilities are available for organizations that support Mississippi State University and its mission.

A signed and, approved use agreement is required for the use of any facilities to which this document applies. The use of any of these facilities requires that the organizations facilitator sign the agreement and is in attendance during the duration of the event.

**Request for Conference Room Usage:**

Any and all requests for use of the conference rooms should be directed to the MSU CREC Office Associate 228-546-1001. The Office Associate will be responsible for booking and confirming the conference rooms at the request of the organization. If a faculty member wishes to reserve a room for a meeting or event, or another group other than MSU, he/she will need to coordinate with the Office Associate. This means you are responsible for that group and getting the building locked up etc.

The organization may not assign, transfer or sublet this contract. Reservations may be booked up to six (6) months in advance. Scheduling of multiple rooms for a single event requires special approval by the Center Head. All reservations must be confirmed two weeks before the event.

**Confirmation of Reservation:**

The contact person for the organization will receive one (1) email to confirm the reservation of the conference room. It will include all information about our facility and the available equipment in the room. In addition, a use agreement and a copy of this policy will be sent to the organization. The use agreement must be signed and returned to the MSU CREC Office Associate in order to complete the reservation. At this time, the organization will provide the expected number of attendees.

**Set up requests:**

Set up is at the responsibility of the user. Additional tables and chairs are available upon request.

It is the users' responsibility to return the room to its original set up. Set up must be approved in advance by the Office Associate.

### **Charges and Occupancy:**

Conference Room rates are as follows:

- **A-101**: Holds 40 people allowed– \$300 for private organizations and \$150 for non-profit organizations. Proof of non-profit status must be provided.
- **A-102 and A-103**: Up to 15 people allowed– \$150 for private organizations and \$75 for non-profit organizations. Proof of non-profit status must be provided.

Payment for the assigned room(s) must be given on the day of the event and prior to the event.

### **Hours of Operation:**

Conference rooms are available Monday through Friday, 8:00 am to 4:45 p.m. Any reservation requests outside of normal business hours must be approved by the Center Head. Conference room facilities will be closed during all MSU designated holidays.

### **Cancellation:**

In the event of a cancellation, the organization should contact the Office Associate no later than 24 hours prior to the event. The organization will be responsible to cancel any reservations for vendors scheduled for that day (caterers, speakers, etc.).

In the event that MSU CREC must cancel (in case of an emergency), the organization will be notified as soon as possible by the Office Associate.

### **Food and Hotel Service:**

MSU CREC does not provide recommendations for caterers or hotels. If catering is used, the caterer must provide all linens. The organization will be responsible for all clean up, including the kitchen facilities, dining tables, and chairs on the day of the event.

Organizations will be allowed access to the kitchen and soda machine. In addition, the organization is responsible for providing all necessary utensils and paper goods for their event.

### **Room Amenities:**

Conference room A-101 has a screen, projector cart, and a sound system that can be used by the organization. Organizations booking this room should provide their own projector and laptop for presentations. False walls can be set up by request to separate the large room. If needed, extra tables and chairs are located in the closet. The organization is responsible for arranging and setting up the room.

Conference rooms A-102 and A-103 have a projector, screen, monitors, computer, and sound systems. These rooms are set up for video conferences if needed. Requests for video conference services must be made at the time of reservation.

**ALL COMPUTERS AND SOUND SYSTEMS WILL BE TURNED ON BY A MSU CREC FACULTY MEMBER OR SUPPORT STAFF MEMBER.**

**COMPUTERS IN A-102 AND A-103 SHOULD NEVER BE UNPLUGGED. THE ORGANIZATION MUST BRING THEIR PRESENTATION ON A USB THUMB DRIVE, EXTERNAL HARD DRIVE, OR LAPTOP PC WITH A VGA PORT.**

### **Damages:**

Facilities will be inspected within 3 days of the event by the Office Associate. All organizations are responsible for full cost of repairs to the building, grounds, furnishings, or equipment should damages occur. The organization will be given thirty (30) days to make full restitution for damages. If restitution is not made within 30 days, an invoice prepared by the Office Coordinator will be turned over for collection from the responsible party, and the user will be suspended from using MSU CREC facilities.

### **Alcohol/Drug/Smoking Policy:**

Mississippi State University prohibits the unlawful possessions, use, or distribution of illicit drugs and alcohol on university property or as a part of any university activity. MSU CREC reserves the right to cancel an event with no refund if alcohol or illegal drugs are found on the campus or in any of its facilities. Any student or employee failing to observe the drug and alcohol policy will be subject to sanctions by the University in accordance with established disciplinary procedures. MSU CREC extends that philosophy to use of its facilities and does not permit alcohol to be served.

All MSU CREC facilities are **non-smoking facilities**. Please see University Policy 91.301

### **Security:**

The conference room facility is locked every weeknight and for the duration of the weekend. MSU CREC is not responsible for any damage to, or loss of, any merchandise, equipment, or articles left in the conference room facility. This policy extends beyond the building to the grounds, parking lot and sidewalk areas prior to, following, and during events.

The need for security will be at the discretion of the Center Head or his designee. If the organization feels additional security is needed during their event, it must be approved by the Center Head or his designee. All plans for security will be reviewed by the Center Head and the organization.

### **Decorating:**

Decorations for the scheduled event are provided by the organization. MSU CREC is not responsible for setting up or removing decorations. All decorative items, table arrangements, or personal items must be removed immediately following the scheduled event.

The following are prohibited in any of the conference rooms:

- Nails, glue, tape, thumbtacks, or adhesive material on walls or ceilings of the hall or conference rooms
- Decorations that require flame or water
- No use of fireworks or explosives
- Glitter, table sprinkles, or confetti

No decorations can be hung from the ceiling or overhead lighting. Exposed electrical cords should be covered to prevent injury or damage.

### **Attire:**

The organization should require attendees to conform to an appropriate standard of personal appearance and attire. Shoes and Shirt are required.

### **Animals:**

Animals are not permitted on the MSU CREC campus, with the exception of documented service animals and the university's mascot.

### **Recreation:**

No bicycles, skateboards, skates, or roller blades are allowed.

**Parking:**

Parking is on a first come, first serve basis. Otherwise, there is no parking permitted on the grass or designated “No Parking” areas. We only have (50) fifty parking spaces that includes 3 handicap. This is why we ask big groups to carpool.

**Use agreement:**

The organization must sign a use agreement agreeing to the terms and conditions of this policy. The use agreement must be signed and returned to the Office Associate within five (5) business days of the reservation with the required payment. Failure to do so will result in the loss of their reservation.