

Mississippi State University
Mississippi Agricultural & Forestry Experiment Station (MAFES)
Forest & Wildlife Research Center (FWRC)
Facilities Use Standard Operating Procedures for select facilities

PURPOSE

The purpose of this document is to define standard operating procedures for reserving and use of MAFES and FWRC facilities. Facilities exist primarily to support the activities of Division of Agriculture, Forestry and Veterinary Medicine (DAFVM). Guidelines and procedures in this SOP are consistent with and subordinate to relevant IHL and University policies. Failure to follow these procedures may result in loss of privilege of the use of these facilities in the future.

The User Indemnifies and holds harmless the University, its trustees, officers, employees, agents and assigns from any and all legal action that may take place as a result of the use of the facility whether by the User or User's guests.

GENERAL USE POLICY

The primary use of MAFES and FWRC facilities are research, service, and any activities in support of the official functions of these units. An Institution of Higher Learning policy 912 states "In general, it shall be the policy of the Institutions not to make available the real property, buildings, and other facilities of the institutions to outside organizations...."

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

FACILITIES GOVERNED BY THESE PROCEDURES

- MAFES Conference Center
- MAFES Guest House
- MAFES A.B. McKay Enology Laboratory
- FWRC Dorman Lake Lodge
- MAFES Rose Garden
- FWRC Berryman Cabin
- Franklin Furniture Center

EVENT TYPES

These facilities are available for events sponsored by any Mississippi State University department which supports the mission of the university.

A signed, approved use agreement is required for the use of any of the facilities to which this document applies. The use of any of these facilities requires the person who signs the use agreement to be present at the event for which the reservation was made. **For student organizations, that person must be a current MSU faculty or staff member.**

Student organizations requesting use of these facilities must complete a MSU Student Organization Event Form and attach to the use agreement form. This form is available online at <http://www.students.msstate.edu/pdf/activityform.pdf>

REQUEST FOR FACILITIES USE

Facilities are not available when the University is closed for an official university holiday. All events must end by midnight. All requests for facilities use must be made by submitting a use agreement to the appropriate facility coordinator. The user may not assign, transfer, or sublet this contract. Reservations may be booked up to 6 months in advance. Large events must be scheduled no later than two weeks prior to the event. Scheduling of multiple buildings for a single event requires special approval by the director at the discretion of the facilities coordinator. All reservations must be confirmed two weeks prior to the event.

SETUP REQUESTS

Setup is the responsibility of the user. If requested by the user, arrangements can be made to have MSU Event Services set up tables and chairs, as needed.

Setup must be approved in advance by the facility coordinator.

CANCELLATION

In the event of severe weather, MAFES/FWRC will make every attempt to have the scheduled facility open. However, these facilities will close when Mississippi State University closes. If you intend to cancel or postpone your event please call the facility coordinator as soon as possible.

DAMAGES

Facilities will be inspected within 3 days of the event by the Associate Director or his designee. All users are responsible for full cost of repairs to the building, grounds, furnishings, or equipment should damages occur. The user will be given 30 days to make full restitution for damages. If restitution is not made within 30 days, an invoice prepared by the facility coordinator for damages will be turned over for collection from the responsible party, and the user will be suspended from using MAFES/FWRC facilities.

FOOD SERVICE

If catering is used, all users are required to use a licensed caterer. Users may supply beverages (soft drinks, juice, and bottled water) and pre-packaged, easily disposed of, mid-morning and/or mid-afternoon snacks (such as cookies, chips, crackers, candy, fruit/vegetables, dips, etc.). Only one caterer is to be scheduled per facility per day.

Caterer or user must provide linens. Dishes, silverware/utensils [both for individuals as well as for serving], glasses, cookware, serving trays, containers and plates vary by facility. User will be responsible for all clean-up, including the before mentioned available items, kitchen facilities, dining tables and chairs on the day of the event.

Setup requirements, including any requirements of the caterer, must be approved by the facility coordinator no later than five working days prior to the event. Exceptions are at the discretion of the facility coordinator.

ALCOHOL

Mississippi State University prohibits the unlawful possession, use, or distribution of illicit drugs and alcohol on university property or as part of any university activity. 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. MAFES/FWRC extends that philosophy to use of its facilities and does not permit alcohol to be served.

SMOKING

All MAFES/FWRC facilities are non-smoking facilities. Please see University Policy 91.301

SECURITY

The need for security will be at the discretion of the Associate Director or his designee and proof of security arrangements must be submitted to her and approved by the Associate Director or his designee two weeks prior to the scheduled event date.

MAFES/FWRC is not responsible for damage to, or loss of, any merchandise, equipment or articles left in any MAFES/FWRC facility. This policy extends beyond the building to the grounds, parking lot and sidewalk areas prior to, during and following events.

DECORATING

Special arrangements for decorating and posting must be approved in advance. All decorative items, table arrangements, or personal items must be removed immediately following events.

The following are NOT Allowed:

1. Decorations that require flame or water may not be used.
2. The use of nails, tape, glue, thumbtacks, or adhesive for attaching materials on the walls, ceilings, doors, doorframes, light fixtures, windows, building furnishings, or columns is prohibited.
3. Glitter, table sprinkles or any type of confetti is not allowed.
4. Fireworks of any type are not permitted.
5. No decorations of any type may be hung on walls or from overhead lights or ceiling.
6. Exposed electrical cords must be covered or secured to prevent anyone from tripping over them. It is your responsibility to obtain the materials to do this and to see that it is done.

MUSIC/ENTERTAINMENT

Users may hire a DJ or music group. MAFES/FWRC facility coordinator must approve all music groups and DJ's at least 30 days prior to the event. Music must be maintained at a level that is not disruptive to the surrounding community.

DJ's and music groups are responsible for set-up and take-down of their equipment. DJ or music group must contact facility coordinator no later than five working days prior to the event to confirm any technical details. Contact information must be provided to the facility coordinator, including cell phone number.

For other entertainment with setup requirements, users should contact the facility coordinator.

ATTIRE

Sponsoring organizations or individuals should require guests to conform to an appropriate standard of personal appearance and attire. Shoes and shirts are required.

ANIMALS

No animals are allowed inside or on the grounds, except those used by persons with disabilities and the university's mascot.

RECREATION

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

PARKING

Parking areas are designated for all MAFES/FWRC facilities. Do not park on the grass or other areas not designated for parking.



George M. Hopper
Director, Mississippi Agricultural and Forestry Experiment Station
Director, Forest and Wildlife Research Center

7/1/13
Date

MISSISSIPPI STATE UNIVERSITY
Mississippi Agricultural & Forestry Experiment Station
MAFES Conference Center
Guidelines for Facility Use

The conference center eating area will seat 60-85 (85 is the capacity). Tables are set up along each side of the facility with six chairs at each table. *If your party moves any of the tables and chairs, you must return them to the original set-up.* Extra tables are available and can be set up in the center of the room for serving. There is an ice machine, a freezer and a refrigerator for use. Please do not leave food in the refrigerator or freezer. If your caterer leaves food and food containers for your function you must take them with you at the end of your function.

The conference center has a conference room area that will seat 25-30 located on the South side of the building. This area can be used without using the rest of the building. It is equipped with a long conference table with a projection screen.

The covered area/shed on the northeast side of the center is to be used for all cooking. **NO COOKING IS ALLOWED INSIDE THE CONFERENCE CENTER AT ALL IN ANY TYPE OF APPLIANCE.** The shed has overhead lights, electric outlets and a water faucet. All debris should be removed from the ground under the shed. If you bring your own grill or cooker, you must remove it when you leave. If it is too hot to take on the day you reserve the center you may leave it until the next morning, but it **MUST** be removed by 9:30 the next morning.

The conference center should be left clean of any paper products, food or garbage that is used at events. All garbage should be removed from the premises. Please do not throw ANY shrimp/crawfish shells outside.

The facility should be locked upon your departure.

If you have any questions please contact Facility Coordinator (662-325-0866). Office hours are 8:00 a.m. until 4:30 p.m., Monday through Friday. In the event of an after-hours emergency, call the facility coordinator.

_____ Responsible Party Initials

MISSISSIPPI STATE UNIVERSITY
Forest and Wildlife Research Center
Mississippi Agricultural and Forestry Experiment Station

FACILITY USE AGREEMENT (For All Facilities)

The representative of the user executing this agreement, on behalf of himself/herself personally, and on behalf of the user group, and on behalf of each individual user of the user group, hereby further agrees, promises, the University that the users, both as individuals, and as a group, shall be liable for any and all damages suffered by the University to the property, normal wear and tear excepted, and that the costs to repair such damages or to replace damaged property shall be paid to the University within 30 days of the date of a University demand for payment. Failure of the users to make the said payment to the University within the 30 days shall entitle the University to the costs of collecting the payment, including, but not limited to, interest at the maximum rate of legal interest from the date of demand until paid and further entitles the University to reimbursement of attorney's fees and any other costs of attempting to collect payment.

DAFVM Sponsoring Organization: _____

User Group/Event: _____

How Event supports the DAFVM mission: _____

Responsible Party (Print Name): _____
(Responsible Party must attend event in its entirety.)

Mailing Address: _____

Telephone Number: _____ Cell Number: _____ Email Address: _____

Contact Information for Music/Entertainment Groups:

Name of Group: _____ Phone Number: _____

Contact Information for Caterer:

Name of Caterer: _____ Phone Number: _____

Number of Attendees _____

Event Day(s) & Date(s) Requested: _____ (day), _____, 20__ (date)

Facility Requested: _____

As the representative of the user group, signature(s) below signify that the *MAFES/FWRC Facilities Use Standard Operating Procedures*, the *User Agreement* and the *Guidelines for Facility Use* have been read. Further, signature(s) below indicate that the party is willing to abide by these documents. If a Student Group, approved MSU Student Organization Event Form must be attached.

By Signing this Agreement, the undersigned agrees to provide a copy of the Guidelines for Facility Use to caterers and entertainment group.

By checking this box, I accept all responsibility for the safety, security, and care of any and all individuals, including minors, utilizing the space rented. I understand that neither Mississippi State University nor its employees have any responsibility to monitor the individuals throughout the event which I am hosting and I hereby discharge MSU and its employees of any potential liability.

Signature: _____

Date: _____

Approved:

Facility Coordinator: _____

Date: _____

Director, MAFES/FWRC: _____

Date: _____

-----**For Office Use**-----

Key # Issued: _____ Date key returned: _____

Remote Control # Issued: _____ Date remote control returned: _____