

MISSISSIPPI STATE UNIVERSITY
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. User agrees to pay daily use rate of respective facility.

FACILITY REQUESTED: _____

Date of Request: _____

User Group/Event: _____

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

MSU Dept? Yes or No? _____ MSU Affiliate? _____

Other (Please include Driver License Number) _____

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 _____

- As the representative of the user group, signature(s) below signify that the *MAFES 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 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.

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

Signature: _____ Date: _____

Approved:

Facility Coordinator: _____ Date: _____

Associate Director, MAFES: _____ Date: _____

MAFES Administration accepts cash, check, or can bill your department. If using a Banner account, please fill in your account information below.

Fund: _____ Org: _____ Program: _____ Activity: _____

If paying by cash or check, please remit payment to by mailing your check to the address below or bringing cash or check in person to MAFES Administration in 210 Bost, Mississippi State University.

MAFES Administration
P.O. Box 9740
Mississippi State, MS 39762

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

Key # Issued: _____ Date key returned: _____

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

MISSISSIPPI STATE UNIVERSITY
Mississippi Agricultural & Forestry Experiment Station
A.B. McKay Enology Laboratory
Guidelines for Facility Use

The A.B McKay Enology Lab large dining area will seat 30-42 (48 is the capacity). Round tables are available for set up with 5-8 chairs at each table depending on the number of guests. There is a kitchen available for use by caterer.

The small dining area will seat approximately 8 guests at one large table.

The building should be left clean of all material used at the event. All garbage should be removed from the building and placed in the garbage receptacle at the rear of the building. The dishwasher must be unloaded.

User must ensure that the facility is locked upon departure.

Additional guidelines are included in the attached MAFES Facilities Use Standard Operating Procedures.

If you have any questions, please contact Facility Coordinator (662-325-0865). 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 Initial

Revised 11/03/2023