

**Mississippi State University  
Mississippi Agricultural & Forestry Experiment Station (MAFES)  
Facilities Use Standard Operating Procedures**

**PURPOSE**

The purpose of this document is to define standard operating procedures for reserving and use of MAFES 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.

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.

**GENERAL USE POLICY**

Any organization reserving the MAFES 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.

<b>FACILITIES GOVERNED BY THESE PROCEDURES</b>		
<b>Facility</b>	<b>Facility Coordinator</b>	<b>Phone</b>
MAFES Conference Center	Ericka Bazzill	(662) 325-0865
MAFES Guest House	Ericka Bazzill	(662 )325-0865
MAFES A.B. McKay Enology Laboratory	Ericka Bazzill	(662) 325-0865

\*Failure to follow these procedures may result in loss of privilege of the use of these facilities in the future.

**EVENT TYPES**

These facilities are available for events sponsored by any department within DAFVM (MAFES, CALS, FWRC, CFR, MSU-ES, CVM and WRRRI) which supports the mission of these units.

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.

**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 six 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.

### **CANCELLATION**

In the event of severe weather, MAFES 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 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 must be provided by the user (including any requirements of the caterer) to 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.

### **SMOKING**

All MAFES 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 them and approved by the Associate Director or his designee two weeks prior to the scheduled event date.

MAFES is not responsible for damage to, or loss of, any merchandise, equipment or articles left in any MAFES 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 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 facilities. Do not park on the grass or other areas not designated for parking.



Scott Willard  
Director, Mississippi Agricultural and Forestry Experiment Station

11/6/2023  
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 16-20 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 8:30 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 (662-325-0865). 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 Initials

**MISSISSIPPI STATE UNIVERSITY**  
**Mississippi Agricultural & Forestry Experiment Station**

**MAFES Conference Center House**  
**Guidelines for Facility Use**

This policy applies to short-term facility use (less than one week). Use more than one week is governed by MAFES Housing use standard operating procedures.

**GUEST AGREES TO:**

1. Pay for any damage incurred to property during period of occupancy (normal wear excluded).
2. Maintain interior. MAFES will not furnish cleaning service. House will be clean upon arrival and should be cleaned upon vacating.
3. All garbage should be removed from the premises by tenant and taken to the trash dumpster located outside the MAFES Conference Center
4. No pets allowed.

**GUEST UNDERSTANDS THAT**

Violation(s) of user Agreement and rules may result in losing the privilege of housing.

User agrees to terms and conditions in these *Guidelines for Facilities Use* as well as the *Use Agreement* and the *Facilities Use Standard Operating Procedures*.

If you have any questions, please contact the 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 Initials

**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

**MISSISSIPPI STATE UNIVERSITY**  
**Mississippi Agricultural & Forestry Experiment Station**  
**Veterans Memorial Rose Garden**  
**Guidelines for Facility Use**

The Rose Garden will always remain open to the public unless the garden is closed to all events and visitors for maintenance, during which time the gates will be locked, entrances blocked, and signs posted with reentry information. The User cannot close the Rose Garden and/or the parking lot for their event. Parking spaces cannot be reserved for guests. The rose garden closes at dusk. No nighttime events allowed.

User will be responsible for the safe keeping of plant materials, grounds, turfgrass, and structures at the Rose Garden. There shall be no decorations attached to any structural part of the Rose Garden.

The cutting or removal of any plant or plant part is not permitted. The Rose Garden is a research facility and the plants located in this facility are research plants. Your cooperation in protecting the fragile and natural environment of the Rose Garden for all to see and use is especially important.

The User is responsible for providing security for the guests and property of guests (including automobiles) during an event.

A responsible adult(s) must accompany children and youth. Groups must have a reasonable adult-child ratio.

No vehicle is allowed on any of the internal farm field roads. There shall be no parking on the grass anywhere on the farm, due to the proximity of turf grass research plots surrounding the Rose Garden. All parking is confined to the Rose Garden Parking lot or the main gravel roads adjacent to the Rose Garden. Vehicles must park on the gravel surface and not on the grassy shoulders of the main farm roads.

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 Initials