

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
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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

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