

**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: \_\_\_\_\_

**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