

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 _____

<p>Event <u>Day(s)</u> & <u>Date(s)</u> Requested: _____ (day), _____, 20__ (date)</p> <p>Facility Requested: _____</p>

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: _____

MISSISSIPPI STATE UNIVERSITY
College of Forest Resources / Forest and Wildlife Research Center
Berryman Cabin
Guidelines for Facility Use

Facilities included with use of Blackjack Log Cabin are the downstairs classroom, lobby, and kitchen of the cabin building and the downstairs restroom. Use of the downstairs conference room can be scheduled by request. Use of the cabin begins at 7:00 a.m. on the day for which it is reserved and ends at 11:00 p.m. that evening. Only one use of the facility will be scheduled during any 24-hour period.

This facility is located in an off-campus setting. It is the responsibility of the user to arrange with the Department of Wildlife, Fisheries & Aquaculture for inspection of the facility at least eight hours prior to use to make sure that all utilities, e.g., A/C, heat, and plumbing are all in proper working order. If this use is for a Saturday or a Sunday, this check must be made by the user no later than 8:00 a.m. on the Friday before the scheduled use. Any problems should be promptly reported to the Dept. of WF&A (662-325-3133); there is **NO GUARANTEE a problem can be fixed before the scheduled use.**

This facility has a security system. A remote control for the cabin security system will be issued at the time of use. The person signing the use agreement will be given instructions for the use of this system, and it is his/her responsibility to understand and monitor the use of this system. **Fee will be assessed to the user if law enforcement officials must respond to false alarms as a result of misuse of the security system.**

1. Upon entry at the front door to the cabin, the security system must be disarmed. You will only have a few seconds to do this. **Use the remote you were given and hit the "OFF" button.**
2. Access is limited to the cabin and adjacent parking lot. Do not proceed beyond the immediate proximity of the cabin to access other areas of the Blackjack facility.
3. Projection equipment and other supplies (dry erase board/markers, erasers) are not provided. You must supply these, if needed.
4. There is a kitchen complete with stove/range, a refrigerator with freezer, a microwave, and a sink. You must supply your own cooking materials (pots, pans), serving materials (plates, silverware, napkins), cleaning supplies (dish liquid, sponges), and other items needed to make use of the kitchen. The cabinets in the kitchen are locked and are not intended to be accessed by the user.
5. **The cabin should be left as it was found, with only the expected wear and tear associated with such usage.**
6. Any tables or chairs that are moved should be returned to their original location.
7. All litter and garbage must be **removed from the premises**. Trash (bagged or unbagged) cannot be left on the porch or at the end of the driveway. All trash must be bagged and taken away for disposal by the user.
8. Be certain to remove your items from the refrigerator and freezer.
9. All tables and counter tops must be cleaned. (Supplies must be furnished by the user.)
10. Turn off all lights, both inside and on the porch.
11. Upon departure, the following should be secured:
 - a. All appliances should be turned off.
 - b. All exterior doors should be locked.
 - c. All windows should be closed and secured.
 - d. All heating/cooling units should be set to a reasonable temperature. During summer, 72 degrees is appropriate. During winter, the units should be left on a setting of 68 degrees to prevent the pipes from freezing.
 - e. Arm the security system using the remote (press "AWAY" button). You have 30 seconds to close and lock the front door after pressing the button.
12. Close and lock the gate if leaving the premises after 5:00 p.m.

If you have any questions please contact the Facility Coordinator, (662) 325-6694. 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