

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
FWRC Dorman Lake Lodge
Guidelines for Facility Use

1. Organizations outside DAFVM are limited to one use per semester (spring, summer, fall).
2. Upon entry at the front door to the lodge, the security system must be disarmed. You will only have a few seconds to do this. **Enter the code _____ +1 (“off”). The code will be provided when you get the key.**
3. Fishing in Dorman Lake is by special permit only and is not included with the lodge use.
4. There is a projection screen and dry erase board available for presentations, but projection equipment and board supplies (dry erase markers, erasers) are not provided. You must supply these, if needed.
5. There is a kitchen complete with two stoves/ranges, a refrigerator, a freezer, a microwave, an ice maker, and a sink. The cabinets in the kitchen are locked and are not intended to be accessed by the user.
6. There is a grill just outside the lodge. You must provide your own supplies (charcoal, utensils) in order to use the grill.
7. Any tables or chairs that are moved should be returned to their original location.
8. All litter and garbage must be removed from the premises.
9. Be certain to empty the refrigerator and freezer.
10. All floors, tables, and counter tops must be cleaned. (Mops and brooms are provided; other supplies must be furnished by the user.)
11. Turn off all lights, both inside and on the porch.
12. 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 months, 72 degrees is appropriate. During winter months, the units in the kitchen and bathrooms should be left on a setting of 68 degrees to prevent the pipes from freezing.
 - e. Arm the security system
 - i. The “ready” (green) light must be illuminated on the unit next to the front door for the system to be armed
 - ii. All doors and windows should be closed and locked prior to arming the system.
 - iii. Although you will be exiting via the front door, it must be closed for the system to be ready.
 - iv. Everyone should be out of the lodge except the person arming the system. The system will not be ready if it detects movement.
 - v. Enter **the code provided + 2 (“away”)** to arm the system. A 60-second count-down will begin. This is the amount of time you will have to exit the front door and lock it before the system alarm is triggered.
13. Close and lock the gate.

Facilities included with use of Dorman Lake Lodge are the lodge building, the adjacent restrooms, the contiguous grounds area, the amphitheater, and the grill located immediately south of the lodge. Use of the lodge is for a 24-hour period, beginning at 10:00 a.m. on the day for which it is reserved and ending

at 10:00 a.m. the following day. Only one use of the facility will be scheduled during any 24-hour period. Facilities must be cleaned and the keys/remote returned within eight hours following the scheduled use. If use is scheduled for a Saturday or Sunday, the facility must be cleaned and the keys/remote control returned by noon on the following Monday.

The bathrooms are heated/cooled via wall units. A remote control for these units will be issued at the time of use. Failure to return this remote following use will result in a replacement charge. Users are cautioned that a lead time of two-to-three hours may be needed to heat and cool this facility. **This facility is located in a primitive setting. It is the responsibility of the user to arrange with the facility coordinator for inspection of the facility at least eight hours prior to use to make sure that utilities, i.e. A/C, heat, and plumbing are 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 facility coordinator; otherwise, there is **NO GUARANTEE** a problem can be fixed before scheduled use.

This facility has a security system. 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. User will be required to reimburse for the following expenses:

1. Replacement of the keys and remote control not returned to the facility coordinator.
2. Required cleaning as a result of inadequate cleaning by the user.
3. To repair damage occurred to the building and its contents.
4. Charges that occur if law enforcement officials must respond to false alarms as a result of misuse of the security system.

Contact the facility coordinator, (662) 325-5548, if you have any questions or concerns. Office hours are 8:00 a.m. until 5:00 p.m., Monday through Friday. In the event of an after-hours emergency, call the facility coordinator.

_____ Responsible Party Initials