

**Mississippi State University
Mississippi Agricultural & Forestry Experiment Station (MAFES)
Forest & Wildlife Research Center (FWRC)
Facilities Use Standard Operating Procedures for select facilities**

PURPOSE

The purpose of this document is to define standard operating procedures for reserving and use of MAFES and FWRC 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. Failure to follow these procedures may result in loss of privilege of the use of these facilities in the future.

The User indemnifies and holds harmless the University, its trustees, officers, employees, agents and assigns from any and all legal action that may take place as a result of the use of the facility whether by the User or User's guests.

GENERAL USE POLICY

The primary use of MAFES and FWRC facilities are research, service, and any activities in support of the official functions of these units. An Institution of Higher Learning policy 912 states "In general, it shall be the policy of the Institutions not to make available the real property, buildings, and other facilities of the institutions to outside organizations...."

Any organization reserving the MAFES/FWRC 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.

FACILITIES GOVERNED BY THESE PROCEDURES

- MAFES Conference Center
- MAFES Guest House
- MAFES A.B. McKay Enology Laboratory
- FWRC Dorman Lake Lodge
- MAFES Rose Garden
- FWRC Berryman Cabin
- Franklin Furniture Center

EVENT TYPES

These facilities are available for events sponsored by any Mississippi State University department which supports the mission of the university.

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. For student organizations, that person must be a current MSU faculty or staff member.

Student organizations requesting use of these facilities must complete a **MSU Student Organization Event Form** and attach to the use agreement form. This form is available online at <http://www.students.msstate.edu/pdf/activityform.pdf>

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 6 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.

SETUP REQUESTS

Setup is the responsibility of the user. If requested by the user, arrangements can be made to have MSU Event Services set up tables and chairs, as needed.

Setup must be approved in advance by the facility coordinator.

CANCELLATION

In the event of severe weather, MAFES/FWRC 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/FWRC 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, including any requirements of the caterer, must be approved by 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. MAFES/FWRC extends that philosophy to use of its facilities and does not permit alcohol to be served.

SMOKING

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

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



George M. Hopper
Director, Mississippi Agricultural and Forestry Experiment Station
Director, Forest and Wildlife Research Center

7/1/13
Date

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 approximately 35-40 (40 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 10 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/FWRC Facilities Use Standard Operating Procedures.

If you have any questions please contact Facility Coordinator (662-325-0866). 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
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 25-30 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 9:30 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 (662-325-0866). 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 (Events/Use less than 1 week)

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.
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, (662-325-0866). 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
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 the 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

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

The Rose Garden will remain open to the general public at all times 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, turf grass, 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 very important.

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

Children and youth must be accompanied by a responsible adult(s). 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/FWRC Facilities Use Standard Operating Procedures.

If you have any questions please contact Facility Coordinator, (662) 325-0506. 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
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

MISSISSIPPI STATE UNIVERSITY
College of Forest Resources / Forest and Wildlife Research Center
Franklin Furniture Center/Department of Forest Products
Guidelines for Facility Use

Use of the Franklin Center of the Department of Forest Products requires a reservation be made in the administrative offices located at 205 Franklin Center (662-325-2116). These facilities are not available after hours.

A Facility Use Agreement must be completed and signed by the reserving party and returned to Forest Products administration AFTER review of the MAFES/FWRC Facilities Use Standard Operating Procedures and PRIOR to using the facility.

Facility use requires the contact person sign the policy agreement and be present at the event for which the reservation was made.

For student organizations, a faculty or staff –level advisor must be present and an approved MSU Student Organization Event Form must be attached.

If use of technology will be needed (computer/projector, SmartBoard, conference telephone, etc.), arrangements for training/assistance must be made in advance to have someone aide in this use or instruction as to how equipment should be used. A proctor is not provided for the duration of the event.

GUIDELINES AND PROCEDURES

1. Upon arrival at facility reservation time, please come to administrative offices in 205 Franklin to retrieve room key or have room(s) unlocked.
2. Do not attach anything to any wall. Tape of any kind, staples, and nails are prohibited.
3. Electrical cords must be covered 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.
4. No smoking is allowed inside the building.
5. Parking should be reserved to designated parking spaces. The parking lots on the complex are monitored by MSU Parking Services and require a faculty/staff or student decal. Visitor parking tags can be retrieved at MSU Parking Services in the Roberts Building on the MSU campus. **It is your responsibility to secure your parking tag(s) prior to your visit.**
6. Use of equipment such as computers, projectors, SmartBoard, etc. is permitted but should be used with care and turned off properly. **Use of personal computers with facility equipment is prohibited. Personal electronic memory devices are allowed, however. All lights and equipment are to be turned off before you leave.**
7. It is your responsibility to see that MSU Facilities Use or other vendor set up tables, chairs, podiums and table cloths needed for your event and pick up in a timely manner. **All FPD facilities should be left as they were found, neat, clean, and orderly.** Any FPD tables or chairs that are moved around should be returned to their original locations.
8. If you are having food catered to the facility, all food, cookware, and dishes must be removed by the user or caterer on day of event. No exceptions.
9. All litter and garbage must be completely removed from the premises. **Trash is not to be left in conference/class rooms, hallways, or garbage cans in building but is to be taken to an appropriate dumpster, such as the dumpsters up the hill on the FPD complex.**
10. All spills of liquid or food on the tables and/or floor must be completely cleaned up before leaving.
11. All doors that have to be manually unlocked are to be locked before you leave and keys are to be returned to the administrative offices as soon as possible.

If you have any questions please contact Facility Coordinator, (662) 325-2116. 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.

Revised 07/23/2018

Additional guidelines are included in the attached MAFES/FWRC facilities use standard operating procedures.

Facility	Seats	Use/Equipment	Additional Amenities
100 Showroom	100	Meals, receptions, job fair, poster session	
112 Classroom	40	Classroom with video conferencing	Power and data at each seat
115 Auditorium	128	Classroom, conference with video conferencing	Power and data at each seat
119 Conference Room	22	Boardroom with video conferencing	Sink, fridge, outdoor patio
207 Conference	8-10	Large table with chairs, dry erase, computer, projector and screen	

_____ Responsible Party Initials