

**MISSISSIPPI UNIVERSITY FOR WOMEN
OFFICE OF RESOURCES MANAGEMENT
W-BOX 1611 EXT. 7126
WHITFIELD HALL**

FACILITIES RESERVATION FORM

Please complete the following information and sign and return.

ORGANIZATION/INDIVIDUAL (do not abbreviate) _____
ADDRESS (include city, state and zip.) _____
TELEPHONE NO. _____ CONTACT PERSON _____
FACILITY _____ DATE(S) RESERVED _____
NAME OF EVENT _____ # OF PERSONS EXPECTED _____
TIME OF EVENT _____ TIME TO UNLOCK/LOCK _____
SET-UP REQUIREMENTS _____

IS THIS EVENT: FOR FACULTY/STAFF/STUDENTS ONLY? OPEN TO THE PUBLIC?
 FOR MEMBERS/ GUESTS ONLY?

Please check below the services needed. Contact the appropriate office to make necessary arrangements.
 HOUSING 329-7127 SECURITY 329-7436 FOOD SERVICES 329-7411

**STATE LAW PROHIBITS THE POSSESSION OF ALCOHOL ON UNIVERSITY PROPERTY.
ABSOLUTELY NO ALCOHOL IS TO BE USED ON THE PREMISES OF ANY MUW FACILITY.**

I have read and agree to comply with the Facilities Reservation Agreement on the reverse side of this form. I also agree to comply with the terms and conditions as stated above.

SIGNATURE

Date

PLEASE MAIL THIS FORM WITH PAYMENT TO:

RESOURCES MANAGEMENT
P.O. BOX W-1611

**PAYMENT IS DUE TWO WEEKS BEFORE THE DATE
OF THE EVENT**

COLUMBUS, MS 39701
(662) 329-7126 fax (662) 241-7821

PLEASE DO NOT WRITE IN THIS SPACE

CARRIER LODGE

FOOD SERVICE
Charge for Facility _____

PUBLIC SAFETY

ED & HUMAN SCIENCES
Amount Paid _____

CONTACT PERSON
Amount Due _____ Initials _____

FACILITIES RESERVATION AGREEMENT

1. The Mississippi University for Women facilities shall be used for educational, cultural, or charitable purposes determined to be in the best interest of the University. The facilities shall not be used to further the interest of a political party or candidate, for commercial enterprises, or to advance or inhibit religious, denominational or sectarian purposes.
 2. The Mississippi University for Women facilities will be made available to Mississippi University for Women faculty, staff, and student organizations prior to non-MUW organizations. All facility requests for MUW organizations and non-MUW organizations must be forwarded to the Office of Resources Management in writing **no later than two weeks prior to the scheduled event**. All applications for facility use will be considered in order of receipt. Scheduled academic activities and continuing education events will have priority for the use of a facility.
 3. The Director of Resources Management will prepare a contract or memorandum of agreement between the University and non-MUW organizations stating the use of the facility. A contract or memorandum of agreement will not exceed one semester or an equivalent time period without approval from the President.
 4. The University may occasionally cancel a scheduled event. When cancellation is necessary, the unit or groups holding the reservations shall be given as far in advance as possible.
 5. Non-MUW groups will be charged a fee for the use of any facility. There will no charge to state institutions for the use of any University facility for educational purposes during normal operational time; however, there will be a charge for use of any facility after normal operational hours and for non-educational events. Fees must be submitted to the Director of Resources Management two weeks prior to the scheduled event, or the reservation will be cancelled. Refunds will be issued only if the reservation is cancelled at least on week prior to the scheduled event. Fees are subject to change.
 6. The Carrier Lodge Supervisor **MUST BE CONTACTED IN THE EVENT OF AN ACCIDENT OR EMERGENCY**. The lodge supervisor will then notify the proper authorities. ACTIVITIES SPONSORED BY STUDENT GROUPS WHICH ARE OPEN TO OTHER THAN MUW STUDENTS, OR SCHEDULED AT CARRIER LODGE, MUST HAVE A FACULTY ADVISOR (OR APPROVED SUBSTITUTE) PRESENT DURING THE ENTIRE EVENT!!!
 7. Non-MUW groups may not serve food in any University facility. Food items served in the Hogarth Student Union must be purchased through MUW Food Services, with the exception of administrative and student organizations, who may serve food purchased elsewhere on the second floor only. All food served in Whitfield Auditorium must be catered through MUW Food Service. The catering is limited to the lobby. Food and drink may not be carried into the auditorium. Groups needing audio-visual equipment, podiums, piano, etc. should direct those requests to the Director of Resources Management, 329-7126. **REQUESTS MUST BE MADE 10 WORKING DAYS PRIOR TO THE EVENT.**
 8. The use of the University's name or logo by non-MUW groups is prohibited without written approval of the University Chief Financial Officer. Solicitations by any non-MUW groups for subscriptions, or services upon University property are prohibited without written permission from the Director of Resources Management. Organizations selling advance tickets to meals served in University facilities must print on each ticket the cost of the meal to be paid to the University and identify any additional costs involved in the sale of the tickets.
 9. Qualified University personnel must supervise all utilization of electrical and mechanical systems. Persons are expected to return the facility and its furnishings to the condition as found. A fine may be assessed for negligence or damage.
 10. All University regulations apply during any scheduled event. The sponsoring organization or individual is responsible for the conduct of all the participants. If the regulations relating to the use of the facility are not observed, the University may withdraw the privilege of further use. The University assumes no responsibility for personal injury, loss, or damage to personal property.
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