

SOUTHERN MISS EVENT SERVICES

GENERAL RESERVATION GUIDELINES

Cochran Center | Lott Center | Cook Union | Hub | Danforth Chapel

RESERVATION TIME FRAMES

REGISTERED STUDENT ORGANIZATIONS: *Student Organizations are considered registered if they have updated their Organization Information Form (OIF) with the Office of Leadership and Student Involvement and attended a Student Organization Orientation. Reservations will only be accepted by officers of the organization with a university email address.*

- Special events and banquets of 50 or more guests may be booked up to one (1) year in advance, from the current semester. Exceptions may be made on a case-by-case basis that may attract the external community.
- Weekly/biweekly meetings begin booking one (1) month prior to the start of each semester. Allowed three (3) rooms per week, two (2) hour maximum per event, and no more than six (6) hours per week for regularly scheduled meetings. Only one (1) room may be reserved by an organization at a time for weekly meetings.
- If attendance for your event is reported to be significantly different from what was requested, your meeting is subject to relocation to a suitable size space.
- Approval for events is at the discretion of the Event Services office.
- Outdoor events are not guaranteed a rain site.

UNIVERSITY DEPARTMENTS

- Large reoccurring events including but not limited to conferences, recruiting events, camps, and signature events may be booked up to two (2) years in advance from the current semester. Approval for advanced booking is at the discretion of the Event Services Office.
- Weekly meetings begin booking one (1) month prior to the start of the semester.

EXTERNAL CUSTOMERS

- Please contact the Event Services Office. Additional policies and requirements are listed on the Event Services website. Bookings may be reserved one (1) year in advance from the current semester.
www.usm.edu/event-services

PLANNING DEADLINES

- Requests must be submitted a minimum of one week in advance.
- Student Organizations must submit their requests by Monday at 4:00 pm the week prior to date of their event. Special events must submit their requests a minimum of five (5) weeks prior to the event date.
- A Event Registration Form should be completed first for every student request through the Office of Leadership and Student Involvement. Events are not confirmed without Event Registration Form.
- Reservation details (Room setup, A/V requirements, etc.) must be submitted at least one (1) week prior to your event.
- Payment for facility rental or equipment must be remitted one (1) week prior to your event or immediately after reservation details are finalized.
- Student organization events that could attract a large proportion of non-campus guests will be required to adhere to the Action Plan discussed with appropriate personnel.
- Parking requests must be submitted one (1) month prior to your event. Reserved parking is based on availability and only for external attendees.

SOUTHERN MISS **EVENT SERVICES**

GENERAL RESERVATION GUIDELINES

Cochran Center | Lott Center | Cook Union | Hub | Danforth Chapel

GENERAL POLICIES

- All events are subject to a review process to determine if the nature of the event is suitable for the facility prior to confirming the event.
- Event Services reserves the right to relocate your meeting or event based on the needs of all facility patrons. In the event that your room is changed, the listed event contact on the reservation will be notified.
- A facility rental fee will be incurred by any organization that should charge an admission and/or registration fees to any attendee, or if 7 or more rooms are reserved.
- University recruiting events or functions take priority over all other meetings/events.
- Balance is due one week in advance in order to be confirmed. Departments must provide budget string one week in advance in order to be confirmed.
- Customer agrees to pay any charges incurred during the event, including damages to the facilities and/or equipment.
- All events are subject to a review process to determine if the “nature of the event is suitable for the facility before confirming the event.
- Visa and MasterCard are accepted; a 3% service charge will be applied to final bill.
- Fees will be assessed for rooms reserved and not utilized.
- Failure to show fifteen (15) minutes after your reserved start time will be deemed a No Show and fees will be assessed.
- On-campus organizations/department cancellations of weekly meetings must occur at least three (3) business days prior to a reservation in order to avoid additional fees.
- Cancellations of Thad Cochran Center Ballroom(s), Trent Lott National Center, or the entire facility must occur at least one (1) month in advance for on-campus patrons and (3) months in advance for external patrons of your event or you will be charged 50% of the balance and/or loss of deposit.
- Other cancellations must be made a minimum two (2) weeks in advance.
- Please leave facility in the original chair/table arrangement at the conclusion of your event. Failure to do so could result in additional charges.
- For equipment not offered by the Event Services Office, you must contact iTech. www.usm.edu/itech or the customer must provide and operate.
- Southern Miss Catering will handle all of your catering needs. Please contact their sales office at 601.266.5552 or www.southernmisscatering.com for menu options. **NO OUTSIDE CATERERS ALLOWED.** Outside food may be brought in for on-campus organizations only if it falls under the guidelines of the University Snack Policy and/or written approval provided from Eagle Dining.
- The customer is responsible for notifying the Event Services Office of any ADA accommodations at least two (2) weeks in advance.
- All customers are subject to the following fees:
 - Overtime Fee: Events falling outside of the of the normal operating hours will be charged \$75/hour. This applies to set-up and breakdown for the event in addition to the event itself.
 - Change-Over Fee: Any change-over or rearrangement of a standard set room or of a set-up during an event will require a \$35 minimum fee. Changes include but are not limited to set-up, adding rooms, and equipment.
 - Custodial Fee: \$35 for up to 100 guests and \$35 for each increment of 100 for all events with food.
 - Rush Fee: \$35 fee charged to a request or changes in less than five (5) business days prior to event.
- No advertising materials bearing the name of a location in the Union Complex may be distributed until a reservation has been confirmed and materials approved for content and suitability. Event Services reserves the right to refuse any advertising that does not represent the University or Union Complex appropriately. Groups may not use the name, seal, or imply endorsement of the university without written, authorized approval from University Communications.