

# SOUTHERN MISS

## UNION COMPLEX POLICY

Cochran Center | Lott Center | Cook Union | Hub | Danforth Chapel  
Centennial Green | Spirit Park | Shoemaker Square | Union Plaza | Weathersby Lawn | NPHC Plaza

### THE UNION COMPLEX

Department of Union and Programs, July 2018

The University of Southern Mississippi's Union Complex may be reserved by student organizations, university departments and community patrons through the Event Services office. All student organizations must first register their events through the Student Involvement Event Request Form. Groups failing to do so will not be processed until Event Services receives the form.

Departments *and external groups* may book online by visiting [www.usm.edu/event-services](http://www.usm.edu/event-services) or contact us at (601)266-4399.

Persons who use these facilities are expected to abide by the Union Complex Policies and other university regulations. The Union and Programs department reserves the right to add or change these policies. Please refer to our website for complete information on the Union Complex facilities including policies, procedures, fees and services at [www.usm.edu/event-services](http://www.usm.edu/event-services).

### GENERAL POLICIES

Department of Union and Programs, July 2018

- 1.** All space in these facilities will be under the supervision of the director.
- 2.** Classes, lectures, laboratories, tests or any type of class for credit or non-credit will not be scheduled in these facilities unless approved by the director.
- 3.** Rearrangement, removal or the addition of furnishings or equipment to these facilities will require the approval of the director.
- 4.** Paints and markers are not allowed in the Union Complex, except for those provided by the Event Services Office (dry erase markers) which are only allowed *on dry erase boards*.
- 5.** No organization or student will remain in the Union Complex facilities after it is officially closed without the permission of the director.
- 6.** Southern Miss Catering will handle all food requests for the university. **NO OUTSIDE CATERERS WILL BE ALLOWED.** For on-campus student organizations, please refer to the Snack Policy for more information.
- 7.** For information regarding the display of signs, banners and posters in the Union Complex, please refer to the "Sign Policy" in this document.
- 8.** No card playing, gambling or profanity is allowed in the Union Complex or surrounding areas.

# SOUTHERN MISS

## UNION COMPLEX POLICY

Cochran Center | Lott Center | Cook Union | Hub | Danforth Chapel  
Centennial Green | Spirit Park | Shoemaker Square | Union Plaza | Weathersby Lawn | NPHC Plaza

### EVENT SERVICES GUIDELINES

Office of Event Services, July 2018

1. 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.
2. Reservations of the rooms, atrium, and the lobby will be done on a first-come, first-served basis.
3. While reservations must be made at least one week in advance, the earliest possible dates to make reservations are as follows:

#### **Student Organizations:**

- Must submit an Event Request Form online through the Leadership and Student Involvement website ([www.usm.edu/lsi](http://www.usm.edu/lsi)) for all meetings and events in order for the event registration process to begin.
- Only registered student organizations are allowed to reserve space. 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.
- Large scale events and banquets 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, beginning one (1) month prior to the start of each semester and only for one 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. Three (3) rooms per week includes any/all branch(es) of the organization (executive, special teams, etc).
- If seven (7) or more rooms are reserved at one time or a registration fee is charged, the reservation will be billed at the department rate.
- If attendance for your event is reported to be drastically different from what was requested, your meeting is subject to relocation to a suitable space based on observed attendance.
- The Event Services Office reserves the right to change room assignments, if deemed necessary. Should the need arise, events may be relocated to other facilities on campus. Customers will be notified in *advance* via phone and/or email.
- Outdoor events are not guaranteed a rain site.

For information concerning fees, please refer to the Event Services website for more information

<https://www.usm.edu/event-services/rental-rates>

#### **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, beginning one (1) month prior to the start of the semester prior to the start of each semester.
4. Block reservations may be made, but Event Services reserves the right to make changes. Block booking for departmental use may not exceed five consecutive days, excluding conferences or other events that require rental fees. After five days, fees will be implemented.
  5. A facility rental fee will be assessed for any organization that should charge an admission and/or

registration fees to attendees.

- 6.** University recruiting events and functions take priority over all other meetings and events.
- 7.** Departments sponsoring corporate meetings will pay external fees unless the sponsoring department directly benefits from the program, at which they will pay department fees.
- 8.** Requests may be submitted via the Event Services Web site, [www.usm.edu/event-services](http://www.usm.edu/event-services) by clicking on Reservation Request or calling the Event Services Office at 601.266.4399. A confirmation of your booking will be sent to you via e-mail within 3-5 business days. Other spaces that may be reserved through this office are listed on our website.
- 9.** For all fees, please refer to our website, [www.usm.edu/event-services/facility-rates](http://www.usm.edu/event-services/facility-rates). Additional fees will be charged for use of the building after regular operating hours, which may be found on our website. Certain events may require police officers at the expense of the organization. Deposits may be required. Final payment is due one week prior to the event.
- 10.** Any audiovisual (AV) equipment needs must be discussed with your contact for Event Services a minimum of 2 weeks in advance. Any needs that cannot be met by the Event Services office must be requested through iTech or provided by the customer through an outside contractor.
- 11.** Tape will not be allowed on any walls, floors or carpet in the Union Complex. Please consult with your contact with Event Services for alternatives.
- 12.** Candles are permitted as center pieces with proper and approved prevention of damage to equipment, in candelabras, or in an enclosed container; such as a vase. The use of candles in a ritual or induction ceremony is strictly prohibited. Battery operated candles should be used for this type of event. If found to be inappropriately using candles in the facility, your organization will be assessed a fine (\$100 minimum) and restricted from utilizing the Union Complex until the fine is paid.
- 13.** Mylar balloons, glitter, confetti or items that leave excessive debris are prohibited (*minimum \$100 penalty*).
- 14.** For information or to reserve space on the Thad Cochran Center Eagle Vision technology screens, please refer to the Eagle Vision policy posted under the Advertising and Solicitation section of our website, [www.usm.edu/event-services/advertising-and-solicitation](http://www.usm.edu/event-services/advertising-and-solicitation) or contact our Event Services Sales and Marketing Manager at 601.266.5486.
- 15.** For information on storage, please refer to our Conference Storage/Shipping Agreement posted under the Guidelines and Agreements section of our website, [www.usm.edu/event-services/guide-lines-and-agreements](http://www.usm.edu/event-services/guide-lines-and-agreements).
- 16.** If disability accommodations or auxiliary aids are needed, please contact Event Services at 601.266.4399 at least two weeks prior to the event.
- 17.** Event insurance coverage is required for some events, and for all external customers.
- 18.** Customers are required to cover expenses if there is damage to the facility, furniture or equipment and/or excessive cleanup following an event.
- 19.** For all *cancellation* and events where customers are a no show:
  - Fees will be assessed for rooms reserved and utilized.
  - Failure to show fifteen (15) minutes after your reserved start time will be deemed a No Show and fees will be assessed.
  - Cancellations of weekly meetings must occur at least two (2) business days prior to a reservation. (3 months for External Users) The only exceptions are University closings.
  - 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 all on-campus customers or you will be charged a flat \$100 fee. For external customers, cancellations must occur three (3) months in advance or loss of the 25% deposit. The only exception is the event of the University closing.
  - Other cancellations must be made at least two (2) weeks in advance.
- 20.** The facility should be left in the original chair/table arrangement at the conclusion of your event. Failure to do so could result in charges.

**21.** *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.*

**22.** *Food eating contests inside the Union Complex are prohibited.*

\*\*\*The Event Services Office reserves the right to change room assignments, if deemed necessary. Should the need arise, events may be relocated to other facilities on campus. Customers will be notified in advance via phone and/ or email.

For any questions or problems, please contact Event Services at 601.266.4399, or stop by the Event Services desk located on the second floor of the Thad Cochran Center.

# SOUTHERN MISS

## UNION COMPLEX POLICY

Cochran Center | Lott Center | Cook Union | Hub | Danforth Chapel  
Centennial Green | Spirit Park | Shoemaker Square | Union Plaza | Weathersby Lawn | NPHC Plaza

### LOCKER ROOM (GAME ROOM) AND RC'S LOUNGE

Department of Union and Programs, July 2018

#### Reservations and Fees:

1. The Locker Room and R.C.'s Lounge can be reserved for private parties for a fee. Pricing is available on our website, [www.usm.edu/event-services/rental-rates](http://www.usm.edu/event-services/rental-rates) or by calling 601.266.4399.
2. All *student organization* reservations must be made in advance according to Office of Leadership and Student Involvement guidelines and paid one week in advance.
3. Video games and billiards are all free play. Valid ID required for entry.

#### Rules:

1. *You must have a valid Southern Miss student, staff or faculty identification card to enter the game room or be accompanied by someone with such a card. No children under the age of 10 are allowed in the game room unless under the supervision of a registered camp or private party.*
2. *No profanity or gambling allowed.*
3. *No food or beverages allowed in the game room.*

### RC COOK UNION BREEZEWAY BANNER POLICY

Department of Union and Programs, July 2018

Students, student organizations, faculty, staff and departments are allowed to hang professionally made banners to promote their organization and for advertisement of on-campus events along the rails of the breezeway and the northeast balcony of the R.C. Cook University Union. All banners must bear the name of the sponsoring organization, department or person. Banners must be registered with the Information Desk clerk prior to being hung. After a sign is registered, the Information Desk clerk will place an approval sticker on the banner. The sponsor is responsible for hanging the banner properly, according to the guidelines herein as well as those concerning content set forth by the "Policies, Procedures and Guidelines Manual" available on the Office of Leadership and Student Involvement website. Spots will be available on a first-come, first-served basis.

#### Sign Types

1. Permanent sign – one that will be hung for an extended period of time (one month up to one year). *These signs must be of vinyl material and may not be larger than four feet in width and six feet in length. Nylon rope/ zip-ties/ etc. must be used to secure these signs to the railing. No form of electricity or electric equipment may be used on these signs.*
2. Temporary sign – one that will be hung no earlier than seven days before the event. *These signs may be of vinyl material and may not be larger than three feet in width and five feet in length. They must be hung using nylon rope/ zip-ties/ etc. Temporary signs must be removed no later than 24 hours after the event. No form of electricity or electric equipment may be used on these signs.*

# SOUTHERN MISS

## UNION COMPLEX POLICY

Cochran Center | Lott Center | Cook Union | Hub | Danforth Chapel  
Centennial Green | Spirit Park | Shoemaker Square | Union Plaza | Weathersby Lawn | NPHC Plaza

### DANFORTH CHAPEL POLICIES

Department of Union and Programs, July 2018

Danforth Chapel and Chapel Place is frequently used for quiet meditation, religious services & weddings. The chapel is open from 8 a.m. – 5 p.m., Monday – Friday. Additional hours are available by reservation only (601.266.4399).

#### Reservation Information:

1. A fee of \$150 per semester will be charged for all on-campus organizations and departments. This will allow the user unlimited reservations booked with Event Services for the semester.
2. A fee of \$250 will be charged for all non-university reservations, as well as all weddings.
3. Payment should be made to Event Services within 24 hours of the reservation, or the reservation will be cancelled.
4. A key will be issued at the Event Services office between 8 a.m. and 4:30 p.m., Monday-Friday, for all weekend and after-hours reservations. A \$25 key deposit will be charged in the form of a check at the time the key is issued. The key should be returned within 24 hours, or the deposit will be forfeited.
5. Any candle wax damages will result in a cleaning fee assessed according to the damage (\$100 minimum).
6. Each person/organization using the chapel is responsible for decorating and cleanup of the facility. You are also responsible for selection of photographer, florist, music and securing a minister to perform the service. Event Services will only provide the space for your event.
7. Persons using the chapel should inspect it one day before usage. To inspect the chapel prior to your event, contact the Assistant Director for Event Services at 601.266.4399. This will avoid a possible conflict with religious organizations that use the chapel on a daily basis.
8. In case of emergency, contact campus security at 601.266.4986. You should also contact campus security if a problem occurs with electricity, heating/cooling, etc.

# SOUTHERN MISS

## UNION COMPLEX POLICY

Cochran Center | Lott Center | Cook Union | Hub | Danforth Chapel  
Centennial Green | Spirit Park | Shoemaker Square | Union Plaza | Weathersby Lawn | NPHC Plaza

### LAWN POLICY

*Centennial Green, Spirit Park, Weathersby Lawn, Kennard-Washington Lawn, Forrest County Lawn, Bennett Lawn and NPHC Plaza, Department of Union and Programs, October 2018*

The lawns are perfect for reflection, recreational lounging, study time and casual gatherings and have grown in popularity. Each event request is reviewed and reserved by Event Services staff and relevant offices to determine if the event is appropriate for the space.

In order to preserve this space for the free use of students and other members of the University family, organized programs and activities will be limited to official university functions (functions and programs sponsored by University departments and student organizations). University departments and student organizations should make reservations through Event Services and abide by the following guidelines:

#### Guidelines:

1. Amplified sound is only allowed on the lawns according to the University Sound Policy during these times:
  - Friday: 4pm – 10pm
  - Saturday: 10am – 10 pm
  - Sunday: 1pm – 10pm
2. Glass containers and litter are prohibited.
3. Student code of conduct is enforced.
4. Vehicles are prohibited; this includes university vehicles (golf carts, automobiles, etc.).
5. No markings or disturbing landscape
6. Vending and solicitation must be approved through Event Services.
7. Placement of tents, stages, or any equipment requires approval and guidance from Physical Plant.
8. Tents/tables may not obstruct or block the sidewalks or pathways.
9. Tents along the sidewalks are limited to 10 feet x 10 feet or smaller in size.
10. Access to facilities is available only during normal hours of operation.
11. Any food related to your event must be ordered, coordinated and/or approved by Eagle Dining in accordance with the University Snack Policy.
12. You must provide your own tables for events and tabling. Neither Leadership and Student Involvement nor Event Services will provide tables or equipment.
13. *Spirit Park specific:*
  - You can reserve the entire park, east or west lawn, or a space for tabling along the sidewalk.
  - Amplified sound must follow the sound policy.
  - A stage is permitted on concrete only.
  - Heavy items (ex. speakers) must be placed on concrete. Nothing is permitted on grass.
  - Tents and/or other items requiring stakes may only be placed on the north east corner of the lawn (closest to the Athletic Center) with the supervision of Physical Plant.
14. INFLATABLES: Weathersby Lawn can be utilized for inflatables under the supervision of the Physical Plant and the Event Services Office for guidance and the The Office of Leadership and Student Involvement for student organizations.
15. TAILGATING: Lawn space is available for football game day tailgating. Tents and other tailgating items may not be set up on Centennial Green until the conclusion of "Friday at the Fountain Pep Rallies". All Athletic Department tailgating guidelines apply and tents anchored by stakes are not allowed.

Reservations can be made by contacting: Event Services, 601.266.4399, Thad Cochran Center- 2nd Floor

# SOUTHERN MISS

## UNION COMPLEX POLICY

Cochran Center | Lott Center | Cook Union | Hub | Danforth Chapel  
Centennial Green | Spirit Park | Shoemaker Square | Union Plaza | Weathersby Lawn | NPHC Plaza

---

### LAKE BYRON AND THE ROSE GARDEN

Department of Union and Programs, July 2018

Lake Byron and the Rose Garden are of great historical importance to the university and serve as one of the many beautiful features of our university. In order to preserve their beauty and elegance, certain guidelines are in place for all wishing to reserve the space.

- 1.** *Gatherings must be less than 100 guests. This includes weddings, reunions, etc.*
- 2.** *Rental of the space requires a minimum \$75 fee.*
- 3.** *Campus approved security and custodial are required for your event. The duration and number of guests determines what that charge will be.*
- 4.** *Rental of tables, chairs, and all décor is the customer's responsibility. Setup must be approved by Event Services. At the end of the event, all items must be removed on the same day as the event.*
- 5.** *Picking roses is prohibited and you will be fined if found with a rose.*