

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 10 days 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 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.
4. 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 one week prior to the scheduled event. Fees are subject to change.
5. Sodexo has exclusive catering rights on campus and they must cater all food events. Call 329-7411 for catering information.
6. Groups needing audio-visual equipment, podiums, piano, etc. should include those requests when completing the reservation request. **REQUESTS MUST BE MADE 10 WORKING DAYS PRIOR TO THE EVENT.**
7. 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.
8. 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.
9. 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.***
10. The sponsoring organization or individual will be responsible for any and all damages caused by the acts of the organization, individual, agents, patrons, guests, and artists whether accidental or otherwise. The sponsoring organization or individual will be responsible for returning the facility to its original condition upon completion of the event. This includes removal of any props or equipment, restoration of any equipment supplied by the University and making sure all trash is placed in a trash receptacle.