

# MEETING ROOM BOOKING PROCEDURES & ROOM USE POLICIES

The meeting rooms in Residence Hall 2 are provided for Student Housing use and as a service to campus organizations. The Department of Student Housing does not advocate or endorse the viewpoints of non-Student Housing meetings or meeting room users. The intent of these policies and procedures are to provide equitable access to these popular spaces to as many organizations as possible. We ask that you read and acknowledge this document, as well as follow the rules when you are using these rooms.

Thank you!

## Room Reservation Priority

Recognized Student Housing organizations have first priority to schedule rooms. Organizations that do not have a designated meeting place on campus will have second priority to reserve rooms for meetings and activities related to that organization. University faculty, staff, and administrative groups, defined as those currently affiliated directly with the University will have third priority. The Department of Student Housing does not intend to provide these spaces to organizations not affiliated with the University. Meeting rooms are booked on a first-come, first-served basis.

*Student Housing may cancel a reservation if the space is needed for departmental purposes. Student Housing reserves the right to cancel or deny existing and/or future reservation requests for any individual or organization which violates stated policy, regulations or procedures.*

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## Space Request Form

Room reservations may be made by completing a space request form online:

<https://docs.google.com/a/go.olemiss.edu/forms/d/1NZj78IBG1oOOXYr59vEuTDzWgdRwXwTsBfwsfc-RVNA/viewform>

Reservations need to be requested five (5) days in advance of event.

## Reservation Policies

### Access

The contact person for the reservation will need to go to the Department of Student Housing in Minor Hall between 8:00am and 5:00pm to sign out a card-swipe key to gain access to the meeting room(s). Key(s) must be returned to the same location within 24 hours after meeting/event is over. If your event ends after business hours, you have the option to return the key(s) the next working day. A failure to return the key ONCE may result in a being banned from use. Access for groups will be limited to the reserved meeting room space. Group members should remain in the reserved space.

## **Advance Reservations**

The meeting rooms may be reserved up to two (2) months in advance. Requests for more than six (6) months in advance will require special consideration due to the high usage of these spaces.

## **Arrival**

Upon arrival to Residence Hall 2 for a room reservation, the contact person will use the card-swipe key to gain access to the front desk. The contact person must stop at the front desk to let the Community Desk Assistant (CDA) know they have arrived for the reservation and must provide a list of members/attendees for the event. The CDA will mark the organization as arrived and keep the list of members/attendees at the desk. At this time the contact person will go to the reserved space. Members/attendees arriving to the reserved space will be let into the building by the contact person through the ground level side access door. Members/attendees should not come through the front door of Residence Hall 2.

## **Cancellations**

If a reservation is made and the event/meeting will not take place at the reserved time, it is the responsibility of the person reserving the room to let us know immediately by sending an email to [housing@olemiss.edu](mailto:housing@olemiss.edu) that includes the name of the contact person, group, room space reserved and the dates of the reservation.

## **Clean Up**

Where food/beverages will be served, it is the responsibility of the contact person for the room reservation to make sure that all leftover food, beverages and/or containers, and all trash are immediately removed from the space at the conclusion of the event. Attendees should be instructed to place their trash in the appropriate receptacles and leave nothing on the tables or floor.

- Trash: You must remove all debris before departing the building by taking it out to the dumpster, located next to the rooms, facing the new parking garage and the room must be returned to its original set-up. Failure to clean even ONCE may result in a ban from future use of the facility.
- Tables: All tables and chairs must be wiped down using WATER ONLY.
- White Boards (if applicable): Erased and wiped down.
- Room: Returned to its original set-up.

## **Contact**

A single contact person must be identified for events, and only that contact person may request changes to the event. Student groups who wish to use rooms must be chartered on campus, and only officers of the group may request the room. The contact person for the group must review the Meeting Room Booking Procedures & Room Use Policies, and then complete and submit the space request form acknowledging responsibility for the reservation before the space will be reserved.

## **Customer Conduct Policy:**

Groups hosting meetings and events in these spaces, and their guests, agree to abide by all policies and regulations relating to the use of our facilities, code of conduct, and accept responsibility for any and all damages to the facility, contents and equipment (normal wear and tear excepted).

## **Decorations**

Decorations are permitted, provided they are freestanding and not attached to walls, floors, ceilings, windows, blinds, rods, light fixtures, or any other part of the building, furniture or equipment. Furnishings shall not be removed or added to any room without Department of Student Housing knowledge and participation.

## **Deliveries**

No advance deliveries of equipment or supplies will be accepted by the Department of Student Housing for groups using the meeting room.

## **Delegation:**

The Director of Student Housing or his/her designee is granted full authority to make exceptions to this policy as deemed appropriate and to establish the procedures and fees necessary to implement it.

## **Ethical Standards**

The Department of Student Housing presumes that all organizations hosting events will uphold high ethical standards without regard to race, color, religion, sex, age, national origin or disability.

## **Exam and Dead Days**

The spaces will not be available during exam and dead days, and during other instances as determined by the Department of Student Housing.

## **Federal, State, City and University Regulations**

Each group is expected to adhere not only to University guidelines but also federal, state, and city laws and regulations. Failure to adherence could revoke privileges.

## **Food and Drink**

Food and beverages are permitted. It is the responsibility of the group to arrange for food and drink.

### **Frequency of Use (Consecutive Use)**

Adhering to the aforementioned priorities, room reservations are given consideration on a first-come, first-served basis no more than two (2) months ahead of time. To ensure equitable use of facilities, the Department of Student Housing reserves the right to limit usage to three (3) consecutive hours per organization and no more than three (3) meetings per thirty (30) day period. The only exception will be Student Housing groups, who are given priority and can schedule many months/hours in advance. Requests for use of space outside this timeframe will require special approval from the Director of Student Housing. The request should detail the need for the space, the timeframe during which the space will be required, and any alternative options that have been considered. If approved, organizations may not leave materials in the room. Organizations leaving for breaks are responsible for all materials in the room. The Department of Student Housing is not responsible for any theft or damage to materials that belong to the group.

Please note that you should not try and circumvent this policy through different individuals using their names to register the same group, or by a group using different names.

### **Greeters/Signage**

It is the responsibility of the contact person to arrange for greeters or signage to direct people to the appropriate room.

### **Hours**

Operating hours for the meeting rooms are Sunday – Saturday, 10am – 10pm. These dates and times are subject to change without notice.

### **Maximum Room Capacity**

Maximum room capacity is determined by fire and safety regulations and may not be exceeded at any time, for any reason.

### **Monetary Gain**

Spaces may not be used for commercial/sales events. No admission fee may be charged, nor donation requested for any activity taking place in these spaces.

### **Movie Showing**

No film or video may be shown in these spaces without proof of public performance rights, except where shown in conjunction with a UM class, and in compliance with copyright laws. Contact Swank Motion Pictures, Inc. for information on licensing a film for campus use. Written notice of performance rights must be presented at least one business day in advance of performance or the reservation will be canceled.

**Noise**

Since the residence hall is used for studying throughout the building, we reserve the right to refuse any request based on our impression of the likely noise level expected from the event. Student Housing reserves the right to restrict the use of amplified sound if deemed disruptive to the residents living in the residence hall.

**Open Flames**

Flames of any kind are prohibited in these spaces - this includes candles.

**Parking**

The Department of Student Housing DOES NOT validate parking for event participants.

**Phone Reservations**

Phone reservations are not allowed.

**Posting**

Use of adhesives of any kind and thumb tacks are NOT PERMITTED on any windows, ceilings, walls, doors, or other painted surfaces in the rooms.

**Restrictions**

The Department of Student Housing may impose time, place or use restrictions for the rooms to ensure that all community members may use these facilities to the maximum extent possible.

**Right of Refusal**

The Department of Student Housing reserves the right to refuse a space request form at its own discretion.

**Right to Adjust Reservations**

The Department of Student Housing SOLELY reserves the right to determine the appropriate use of the spaces within the building.

**Security**

It is the responsibility of the contact person to ensure that doors to the room are closed and locked and that the premises are secure when the event has concluded. All rooms have video monitoring. Exterior doors should never be propped open. The contact person must open the door for members/attendees.

**Violation of Policies and Procedures**

If any contact person, groups, or group members are found to be in violation of any of these booking procedures and room use policies Student Housing reserves the right to cancel or deny existing and/or future reservation requests.

## Acknowledgment of Booking Procedures & Room Use Policies

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The undersigned, on behalf of the sponsored organization, hereby indicates that they have read and agree to comply with the policies and procedures governing the use of the space in the Department of Student Housing. The undersigned assumes responsibility for the preservation of order and the sole responsibility for any injury to persons, damage to the facilities or personal property, or loss of personal property that may result from the use.

Signature of user: \_\_\_\_\_ Date: \_\_\_\_\_

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For more information or assistance related to disability access, contact: Nels Strickland at 662-915-7346 or njstric1@olemiss.edu.