Facility Reservation Guidelines

Scheduling

- Contact the Administrative Assistant at 662.846.4808 to check availability of the facility.

- Events that last later than 9:00 p.m. must be approved by the Dean of Graduate Studies.

- When use of the facility is confirmed, a reservation form will be provided requesting the date, time, estimated attendance, etc. This form should be returned as soon as possible. **The reservation form must be received by the CCED in order to reserve the facility for the event. There is no guarantee of room reservation until the proper reservation paperwork is received. You will receive an invoice upon the CCED’s receipt of the reservation form. Payment must be rendered prior to the event.**

- Should you decide to cancel the reservation, you should do so within two (2) days of the scheduled event. **If the event is not cancelled through the Administrative Assistant at least 48 hours prior to the event, there will be a $50 set up fee charged.**

Capacity

- Classroom 60 maximum
- Conference Room 20 maximum

**Note:** The classroom can be set up to the lessee’s desired style. This includes auditorium style, classroom style, banquet-style, reception-style, and U-shaped style. **Please specify setup style on the facility reservation form so your request can be honored.**

Reservation Rates

**Monday through Thursday**

<table>
<thead>
<tr>
<th>Room</th>
<th>2</th>
<th>4</th>
<th>6</th>
<th>8+ hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Classroom</td>
<td>62.50</td>
<td>125.00</td>
<td>187.50</td>
<td>250.00</td>
</tr>
<tr>
<td>Conference Room</td>
<td>37.50</td>
<td>75.00</td>
<td>112.50</td>
<td>150.00</td>
</tr>
</tbody>
</table>

**Friday through Sunday**

<table>
<thead>
<tr>
<th>Room</th>
<th>2</th>
<th>4</th>
<th>6</th>
<th>8+ hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Classroom</td>
<td>75.00</td>
<td>150.00</td>
<td>225.00</td>
<td>300.00</td>
</tr>
<tr>
<td>Conference Room</td>
<td>50.00</td>
<td>100.00</td>
<td>150.00</td>
<td>200.00</td>
</tr>
</tbody>
</table>

**Note:** Fees will be assessed to the next increment for events that run past the lessee’s scheduled time.
Rules and Regulations

- This is a non-smoking facility.
- There are two ADA Wheelchair Ramps for entry and exit. The lessee is solely responsible to provide all other ADA compliance needs such as equipment, interpretation, etc.
- Do not open an Emergency Exit door unless it is an emergency because the alarm will sound.
- No parking in the fire lane.
- No double or triple-parking.
- Copy, fax, and telephone services are not available.
- The visiting party is responsible for supplying or obtaining all equipment and supplies needed for the event, including making arrangements for delivery and or pick-up of those items.
- The CCED provides tables, chairs, and a SMART cart. Contact OIT at 662.846-4760 to reserve other needed Audio-Visual equipment.
- The visitor is responsible for making arrangements for any food or refreshments that will be served. No cooking or serving utensils are available at the CCED. Contact the Catering Manager at 662.846.4416 to make arrangements.
- Items (such as posters and signs) should not be nailed, tacked, glued, or taped to the walls or woodwork.
- Furniture or pictures should not be moved from one room to another without permission.
- Please remain professional while visiting the facility, especially during normal business hours (8:00 a.m. to 5:00 p.m. Monday through Friday).
- Problems or issues with the facility should immediately be reported to the Administrative Assistant.
- Rooms should be left clean and orderly after the event is complete (with the exception of vacuuming, sweeping, and mopping), including tables and chairs. Garbage should be sacked and placed outside on the west front of the building wall for Facilities Management to pick-up. Lessee will be responsible for any expense(s) for excessive clean-up following the event.
- Damages to the facility and/or equipment will result in a minimum $150 fine and cost to restore facility and/or equipment to original state.
- Should it become necessary for the University to evacuate the premises because of reasons of public safety, the lessee will be permitted to re-enter the premises in sufficient time to complete the activity without additional rental charge, provided such time does not interfere with another building lessee. If it is not possible to complete the presentation of the activity, rental shall be forfeited, prorated, or adjusted at the discretion of the University based on the situation, and the lessee hereby waives any claim for damages or compensation from the University.
- Lessee agrees to indemnify, hold harmless and defend the Delta State University, Mississippi, their officers, directors, agents, servants and employees (“Indemnities”) from and against all liabilities, damages, actions, costs, losses, claims and expenses (including attorney’s fees), on account of personal injury, death or damage to or loss of property or profits arising out of or resulting, in whole or in part, from any act, omission, fault or violation of law or ordinance of permission of lessee. Such indemnification by lessee shall apply unless such damage or injury results solely from the negligence, gross negligence or willful misconduct of the University.
- The University reserves the right to eject or cause to be ejected from the premises any objectionable person or persons.
- The visitor is responsible for obtaining an exit key (from the Administrative Assistant) and locking up the building if the event is held after or extends beyond normal hours of operation. The key should be returned immediately or at the earliest convenience of the lessee. If the key is lost or misplaced, the lessee will be responsible for the key replacement cost of $10.
Facility Reservation Form

Please complete this form and return it as soon as possible to the CCED’s Administrative Assistant: Delta State University | CCED, Box 3134, or 1417 College Street, Cleveland, Mississippi, 38733. Copies will be kept for Delta State University Police Department, OIT, Aramark, Procurement and Auxiliary Services for future reference.

Name of Event: __________________________________________________________

Please provide a brief description of the event: __________________________________________________________

Organization Sponsoring Event: _____________________________________________

University Affiliation: ______________________________________________________

Contact Person: ____________________________________________________________

Mailing Address: ____________________________________________________________

Telephone Number: ___________________________ Email: __________________________

Date(s) of Event: ____________________________________________________________

Start and End Time of Event: _______________ Amount to be Rendered: ____________

Estimated Attendance: _______________

Room Reserved: ____ Classroom ____ Conference Room

Setup Style Desired: ____ Auditorium ____ Banquet ____ Classroom

____ Reception ____ U-shaped Other ________________________________

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I HAVE READ AND UNDERSTAND AND AGREE WITH THE FACILITY RESERVATION GUIDELINES, RULES, AND REGULATIONS.

_____________________________ _________________________
Signature of Lessee Date