

DELTA STATE UNIVERSITY

Center for Community and Economic Development

1417 College Street / DSU Box 3134

Cleveland, MS 38733

Phone: (662) 846-4358

Fax: (662) 846-4372

CLASSROOM OR CONFERENCE ROOM RESERVATION FORM

Please complete and return this form to David Tanner, DSU Center for Community and Economic Development, DSU Box 3134, Cleveland, Mississippi, 38733. It is imperative that all arrangements are made and that this form is completed at least five (5) days prior to the scheduled event.

Name of Event: _____

Date(s): _____

Exact begin and end times of event, including time to set up: _____

Estimated Attendance: _____ Room to be reserved: Classroom Conference Room

Organization Sponsoring Event: _____

Contact Person or Person in Charge: _____

Billing Address: _____

Telephone Number: _____
Home Business

Please provide a brief description of the event: _____

Special facility setup or placement (if any): _____

Please note this statement of agreement:

I have read and understand the guidelines for use of the Center for Community and Economic Development's facilities and accept responsibility for adherence to these guidelines as written.

Signature of Person in Charge of Event and/or Faculty Advisor if a Student Organization

Date

Guidelines for use of the facilities:

Scheduling

- Contact David Tanner at (662) 846-4808 to check availability of the facility.
- When use of the facility is confirmed, a reservation form will be forwarded requesting the date, time, estimated attendance, etc. This form should be returned as soon as possible, but no later than five (5) days prior to the event. Should you decide to cancel the reservation, you are requested to do so within three (3) days of the scheduled event.
- If you need special facility setup or placement (such as U-shape style, classroom style, auditorium style, or information table), please state so at the time of your reservation request. Visitors should not move tables around themselves.
- **Reservation forms must be received by the Center in order to reserve the facility for the event. There is no guarantee of room reservation until the proper reservation paperwork is received.**

Capacities

- Classroom capacity 60 maximum
- Conference Room capacity 20 maximum

Non-refundable Fees

- Classroom \$250 per day Monday through Thursday \$300 per day Friday through Sunday
- Conference Room \$150 per day Monday through Thursday \$200 per day Friday through Sunday
 - Fees may be decreased if room reservations are not for a full day. Please contact David to inquire about a lesser fee.
 - You may elect to pay the invoice in full prior to the event. You will receive an invoice upon receipt of the reservation form.

Refundable Fees

- Classroom \$100 security deposit
- Conference Room \$ 50 security deposit
 - **Security deposits, made payable to Center for Community and Economic Development, are to be submitted with the reservation form.** Following the event and upon receipt of full payment, the security deposit will be refunded to the contact person listed on the reservation form, unless alternative instructions are provided.
 - If the reserved room is not returned to its initial state of order, the security deposit will be withheld to offset janitorial costs.

Rules and Regulations

- This is a non-smoking facility.
- No alcoholic beverages are allowed in the building.
- No parking in the fire lane.
- No triple-parking (three consecutive parking rows, blocking in the middle vehicles).
- Copies and faxes are not available through the Center.
- The visitor is responsible for supplying all equipment and supplies needed for the event, including making arrangements for delivery/pick-up of those items as well as food.
- No tape or adhesive substance is allowed on the walls.
- Posters, signs, etc. are not to be nailed, tacked, glued, or taped to the walls or woodwork.

- Furniture or pictures are not allowed to be moved from one room to another without permission.
- Please remain professional while visiting our facilities.
- Problems or issues with the facility should to be reported immediately to David Tanner, the Center’s Administrative Assistant.
- Rooms are to be left clean and orderly after the event is complete.
- The visitor is responsible for obtaining an exterior key (from David), locking up the building, and returning the key if the meeting extends beyond normal hours of operation.

Office Hours

- 8:00 a.m. to 5:00 p.m. Monday through Friday

Kitchen/Food Service/Refreshments

- The visitor is responsible for making arrangements for any food/refreshments that will be served.
- The visitor/caterer must provide everything except tables and chairs.
- No cooking or serving utensils are available and will not be provided.
- The kitchen is to be left clean.

Equipment and Supplies

- The Center provides tables and chairs only.
- The visitor must supply all other needed supplies, including television, VCR, and audio-visual equipment, as well as extension cords and other accessories.

Miscellaneous

- When meetings are scheduled during working hours (8:00 a.m. to 5:00 p.m.), please be considerate, as Center staff will be conducting business.
- All evening functions are to be scheduled so that clean-up and check-out can be completed no later than 9:00 p.m. Events that last later than 9:00 p.m. must be approved by the Dean of School of Graduate Studies.

Clean-up After Event

- The building should be left clean, just as you found it (with the exception of vacuuming, sweeping, and mopping).
- All tables and chairs should be cleaned and garbage should be sacked and placed at the rear door. **DO NOT OPEN THE DOOR BECAUSE THE ALARM WILL SOUND.**

Rates

Monday through Thursday

| Room | Capacity | 8+Hours | 7 | 6 | 5 | 4 | 3 | 2 | 1 |
|------------|----------|---------|--------|--------|--------|--------|-------|-------|-------|
| Classroom | 60 | 250.00 | 218.75 | 187.50 | 156.25 | 125.00 | 93.75 | 62.50 | 31.25 |
| Conference | 20 | 150.00 | 131.25 | 112.50 | 93.75 | 75.00 | 56.25 | 37.50 | 18.75 |

Friday through Sunday

| Room | Capacity | 8+Hours | 7 | 6 | 5 | 4 | 3 | 2 | 1 |
|------------|----------|---------|--------|--------|--------|--------|--------|-------|-------|
| Classroom | 60 | 300.00 | 262.50 | 225.00 | 187.50 | 150.00 | 112.50 | 75.00 | 37.50 |
| Conference | 20 | 200.00 | 175.00 | 150.00 | 125.00 | 100.00 | 75.00 | 50.00 | 25.00 |