

# Confirmation Form

This form is for reservable spaces throughout the MSU campus. Reservations for the Foster Ballroom, Bettersworth Auditorium, and multiple Rooms, in any building, require a one week minimum notice.



**MISSISSIPPI STATE**  
**UNIVERSITY**

Mississippi State University  
P.O. Box 5368, MSU, MS 39762  
Mail Stop 9525  
Phone (662)-325-3228  
Fax: (662)-325-8259  
Web: union.msstate.edu

## Customer Information

Name of Organization \_\_\_\_\_

Registered Student Group       Department       Off-Campus

Name of Person Making Reservation \_\_\_\_\_

Phone \_\_\_\_\_ Alt Phone \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_ Address/Mail Stop \_\_\_\_\_

Date(s) of Event \_\_\_\_\_ Time(s) of Event \_\_\_\_\_

## Payment Information

Payment by cash, check or money order

Banner Account \_\_\_\_\_ -- \_\_\_\_\_ -- \_\_\_\_\_ --

Rental Fee	<input type="radio"/> yes	<input type="radio"/> no
Setup Fee	<input type="radio"/> yes	<input type="radio"/> no
Audio/Visual Technician Required	<input type="radio"/> yes	<input type="radio"/> no
Ushers Required	<input type="radio"/> yes	<input type="radio"/> no
Aramark Required	<input type="radio"/> yes	<input type="radio"/> no
After Hours Fee	<input type="radio"/> yes	<input type="radio"/> no

## Cost of Service

I, certify that I am an authorized representative of the above named organization. I further certify that I have read and understand all applicable terms, conditions, rules and regulations of university policy and procedures. I will submit all necessary forms for my event to be confirmed. I understand that I cannot reserve any audio/visual equipment, furniture, or technicians until this form is completed and returned. I also understand that I will be held responsible in the event the organization does not satisfactorily cover any debts resulting from damage or above normal clean-up.

\_\_\_\_\_  
Signature of Organization's Responsible Party

\_\_\_\_\_  
Date

Please submit tips or suggestions for improving events on campus through the Event Services website at: [union.msstate.edu/survey](http://union.msstate.edu/survey)

## Official Use Only

**Mark each item with date completed**

Date Received \_\_\_\_\_

Date Entered \_\_\_\_\_

Confirmation Sent Out \_\_\_\_\_

Reservation # \_\_\_\_\_

Setup confirmed \_\_\_\_\_

Changes made \_\_\_\_\_

(See Attached)