

**Bettersworth Auditorium, in
Lee Hall, Policies and Procedures
Mississippi State University
Event Services
(662)325-3228
union.msstate.edu**

*All fee structures, policies, and procedures are subject to change without notice due to budgetary or other administrative decisions.

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Section I: Introduction

Bettersworth Auditorium exists primarily to support the co – curricular, cultural, and developmental activities of Mississippi State University. Priority for the reservations will be assigned in the following order:

1. **President's Office**
2. **Vice President of Student Affairs**
3. **MSU Registered Student Organizations**
4. **MSU Departments**
5. **Other Users**

Bettersworth Auditorium is **not** available for regular academic classes. In accordance with MSU Facilities Use Policy and Procedures and policy of the State Board of Trustees of Institutions of Higher Learning (IHL), the Auditorium **cannot** be used by commercial enterprises, political or sectarian (religious) organizations without **written permission** from the MSU Facilities Use Committee and the President.

In the best interests of Mississippi State University it may be necessary under unusual circumstances to give priority to (or reschedule) one event in favor of another. If rescheduling becomes necessary, the unit or group holding the reservation will be notified as far in advance as possible.

Failure to cancel a reservation denies others the use of the Auditorium, so please notify the Reservation Office of a cancellation as soon as possible. Failure to cancel a reservation will result in forfeiture of all deposits and/or a fine.

All users will comply with the policies and procedures outlined in this document.

The headings used in this agreement are inserted only as a matter of convenience and for reference. They in no way define, limit, or describe the scope of a reservation.

Section II: General Policies

Alcohol:

- Alcoholic beverages will not be allowed in any area of the Auditorium.
- The Bettersworth Auditorium Staff/Operating Personnel retains the right to have any person removed from the Auditorium who is in violation of this policy or who appears to be intoxicated.

Alteration and Use of the Premises:

Any cleanup and/or restoration required due to failure in observing the following will result in additional labor costs billed to the Organization/User:

- Organizations/Users shall not alter, repair, add to, deface, improve or in any way change the Auditorium in any manner whatsoever, without the prior written consent of the Bettersworth Auditorium Staff/Operating Personnel.
- Organizations/Users will make, at their own expense, all changes, alterations, installations and decorations therein that are previously agreed to by the Bettersworth Auditorium Staff/Operating Personnel, and that Organization/User will restore, at its own expense, the Auditorium to the same condition in which it existed prior to any alterations made therein.
- Organizations/Users shall be responsible for any costs to repair or replace property of the Auditorium that is damaged, stolen, or lost during the dates that Organizations/Users used the Auditorium.
- The Organizations/Users shall not erect or operate on the premises without prior written consent, any machinery or equipment operated by explosive or highly flammable substances.
- The Organizations/Users shall not install or plan to install any wires or electrical or other appliances, without prior written consent.
- The use of nails, tacks, screws, staples, tape or similar articles on walls, floors or plaster surfaces is not allowed. All decorations shall be mounted without defacing the building and shall be subject to the supervision and approval of the Bettersworth Auditorium Staff/Operating Personnel. Organization/User is responsible for removing all approved items.
- All scenery elements brought into the facility by the Organization/User for an event must be delivered fully painted and equipped with all necessary hardware for setup.
- Under no circumstances will glitter be allowed in the Auditorium.
- Body makeup is not permitted in the seating area of the Auditorium.
- No liquid of any kind is allowed in the Auditorium without prior written approval of the Bettersworth Auditorium Staff/Operating Personnel.
- No helium or lighter-than-air balloons shall be permitted in the Auditorium without the express prior written approval of the Bettersworth Auditorium Staff/Operating Personnel.

- The Organization/User is responsible for any and all damages to the Auditorium caused by acts of the Organization/User or its agents, employees, patrons, guests and artists, whether accidental or otherwise.
- Dressing rooms, restrooms and backstage areas are cleaned prior to all events; therefore, the Organization/User is to maintain the cleanliness of all dressing rooms.
- The Organization/User is responsible for the conduct of its representatives, members, and audiences while using the Auditorium.
- Everyone, at all times must keep their shoes and feet off the backs of the seats and off the seats themselves. Persons are not permitted to climb over the seats, or use the seats or chair arms as aids in climbing.
- Decorations, displays, or exhibits which require flame or water may not be used in Bettersworth Auditorium.

Building Capacity:

- At no time shall the number of persons in the Auditorium exceed 1,000.
- The number of tickets issued for an event cannot exceed the seating capacity of the Auditorium.

Emergency Procedures:

- In the event of an emergency the Bettersworth Auditorium Staff/ Operating Personnel will follow emergency evacuation procedures to safely assist persons leaving the facility.
- The Bettersworth Auditorium Staff/ Operating Personnel on duty will notify appropriate emergency medical services in the event of an emergency. All expenses incurred in such regard will be the responsibility of the person transported and/or treated.
- Should a medical emergency take place inside a performance space during a performance, it will be the judgment of the Bettersworth Auditorium Staff/ Operating Personnel to decide whether the performance should be stopped while the medical emergency is resolved.

Exits/Walkways:

- The entrance to the Auditorium, hallways, stairs, lobbies, and stage may not be obstructed or encumbered in any manner.
- Access to fire suppression equipment, heating and air conditioning vents shall not be covered or obstructed at any time by the Organization/User (Organization/User shall cause its employees, agents, contractors, exhibitors, patrons and invitees to comply with such restrictions).
- Organizations/Users are not permitted to run electrical, sound, video, or other cables through doorways. All cables must be adequately covered to prevent persons from tripping over them. All cables must be protected to prevent damage to the cables.
- Auditorium doors may not be propped open without prior approval of the Bettersworth Auditorium Staff/Operating Personnel. A clear pathway for all doors must be maintained at all times.

Facilities Management Services:

Events taking place in outdoor areas or having special electrical needs must be approved by the University's Facilities Management and/or Campus Landscape Departments. The Organization/User is responsible for making these arrangements.

Food and Drink:

- Food and drink are strictly prohibited in the seating and performance areas of the Auditorium.
- It is the responsibility of the organization to discard trash and keep the backstage area clean and clear of food waste.

House Manager

All events in the Auditorium require a minimum of 1 House Manager to be present during the entire time the room is in use.

Lobby Displays and Decorations:

Displays and decorations within the common areas of the Auditorium may only be erected in designated areas. These designated areas will consist of easel information centers erected throughout the hallways. Bettersworth Auditorium Staff/ Operating Personnel must approve all items for display.

Open Flame:

- The use of candles or any other open flame is not permitted on the premises.
- There is to be no use in or about the premises of any substance of an explosive, corrosive or flammable nature.
- Theatrical smoke can only be used with express written permission of the Bettersworth Auditorium Staff/ Operating Personnel. The Organization/User is responsible for the use of theatrical smoke in such ways that the smoke alarms are not set off.

Parking and Traffic:

- It is understood and agreed that the Organization/User, its agents, employees, guests and patrons, will be subject to all Mississippi State University traffic and parking regulations. Therefore all parking arrangements, if needed, must be arranged through the Parking Services Department at least one week prior to the event. This department can be found at the Roberts Building or by calling (662)325-3526 or (662)325-2661.
- The Loading Dock area is for unloading and loading only. With prior written approval of the Bettersworth Auditorium Staff/Operating Personnel, there are occasions when performers' semi-tractor trailers and busses maybe parked in this area, but this is not a parking area for private cars.
- Towing is enforced when vehicles are parked in a Handicap and/or Service Zone without displaying the proper decals. Improper parking or blocking of the loading dock, on sidewalks, and on the grass risks removal of vehicles at owner's expense.

- Bicycles, skateboards, in-line skates, scooters, bicycles and any motorized vehicle not needed for persons with disabilities are not allowed inside the Auditorium. The aforementioned items, when found in the building will be removed from the premises by the University Police, and retrieval of these items will be the responsibility of the owner. Bicycle storage racks are provided on the exterior of the Auditorium.

Personnel:

- Only Bettersworth Auditorium Staff/Operating Personnel may operate equipment.
- The houselights and emergency systems in the Auditorium shall at all times be under the control of Bettersworth Auditorium Staff/Operating Personnel.
- Staff needed for the operation of the Auditorium for specific events will be determined by the Bettersworth Auditorium Staff/Operating Personnel and supplied as needed. A minimum number of staff members are required for each public event.
- The Organization/User is solely responsible for arranging all production needs not met by the Auditorium inventory.
- The Bettersworth Auditorium Staff/Operating Personnel shall determine the acceptable sound limits which will be maintained throughout the performance.
- Sound and lighting installations are not to be disassembled, altered or tampered with in any manner. The Bettersworth Auditorium Staff/Operating Personnel will have the final and sole authority to change the manner in which the Auditorium's system is operated.

Piano Tuning:

- Special tuning requested by the Organization/User will be billed to the Organization/User.
- The Bettersworth Auditorium Staff/Operating Personnel will designate the piano tuner.

Programs and/or Publicity/Advertising:

- The following statement must be notably printed on the inside cover or at the top of the first page of the program: *Smoking, beverages, and food are not permitted in the Bettersworth Auditorium. Please silence all cell phones, pagers and electronic devices during the performance.*
- All advertising for an event must be approved in advance by the Bettersworth Auditorium Staff/ Operating Personnel.
- All outside sponsors or endorsements must be approved, in writing, by the Bettersworth Auditorium Staff/ Operating Personnel.
- All advertising shall specify “**Bettersworth Auditorium**” **NOT LEE HALL.**

Prohibition of Live Animals:

- Organizations/Users shall not permit any live mammal, amphibian, reptile, fish or bird, other than animals officially assisting persons with disabilities, to enter or remain in the Auditorium unless approved in writing by the Bettersworth Auditorium Staff/Operating Personnel.
- All animals approved and admitted must at all times remain on a leash, within a pen, or under similar control.
- Organization/User assumes all responsibility for damage or injury caused by such animals.
- Animals used in performance may be brought into the Auditorium only during actual rehearsal or performance.

Right of Entry:

The Bettersworth Auditorium Staff/ Operating Personnel will have the right to enter any part of the Auditorium at any time.

Security:

- Final determination for security needs, personnel, and equipment will be made between the Bettersworth Auditorium Staff/Operating Personnel and the University Police.
- Except for the Auditorium, where the houselights are dimmed for the performance, all public areas of the building are to remain fully illuminated when members of the public are present in the building.
- Mississippi State University is not responsible for lost or stolen items.
- Equipment belonging to the Organization/User that remains after an event has ended may be considered abandoned and may be disposed of by the Bettersworth Auditorium Staff/Operating Personnel as deemed necessary and at the cost of Organization/User, after 30 days from the date the event ended..
- No activities in violation of Federal, State or Local Laws, ordinances, or rules or regulations of Mississippi State University shall be permitted in the Auditorium or its premises. It is the responsibility of the Organization/User to enforce this requirement.
- Organization/User agrees not to bring into the Auditorium, or its premises, any material, substance, equipment or object which is likely to cause damage to the facility, endanger the life of or to cause bodily injury to, any person in the facility or which is likely to constitute a hazard.

Smoking:

- By State Law Lee Hall is a smoke-free building. Mississippi State University is a smoke free campus. This includes vaping.

Ticketed Event

The Organization/User is responsible for providing the ticket policies for said events.

Ushers

Any event open to the public (including but not limited to the community, students, staff, & faculty) requires the use of ushers.

- Ticketed events require 4 ushers on the first floor, 2 ushers on the second floor (if applicable), and 2 on the third floor (if applicable).
- Free events require 2 ushers on the first floor, 1 ushers on the second floor (if applicable), and 1 on the third floor (if applicable).
- All ushers have to go through a Training Session provided for by the Bettersworth Auditorium Staff/Operating Personnel.
- The Organization/User is responsible for providing ushers for an event. If needed, the Bettersworth Auditorium Staff/Operating Personnel can supply paid ushers for an event.
- When the Organization/User is providing ushers for the event a list of the ushers is required to be presented to the Event Services office no less than 5 business days before the actual event. The Bettersworth Auditorium Staff/Operating Personnel reserve the right to delay the start time and/or cancel the event if the ushers are not present 30 minutes before the start of the event.

Vacate Completely/Remove Property:

The Organization/User shall leave the stage and stage areas, including the dressing rooms clear after the final performance, unless permission is given for a longer storage period. If the stage is not cleared within the designated period, the Bettersworth Auditorium Staff/Operating Personnel will employ a crew for this purpose and bill the Organization/User.

Section III: General Procedures

Advanced Reservations:

The following are the maximum lengths of time events may be booked in advance of the event date:

- President's Office – N/A
- VP of Student Affairs – N/A
- Registered Student Organizations – up to 1 year in advance
- MSU Departments – up to 6 months in advance
- Other – up to 4 months in advance

General Reservation Process:

- To request a reservation in the Bettersworth Auditorium call (662) 325-3228 or stop by the CSU Event Services Suite 117 in the Colvard Student Union (from 8am – 5pm).
- When calling to make a reservation request, please be prepared to discuss the following: event type, attendance, date and time, equipment needs, charges for equipment, rental fees, labor fees, extra time for rehearsals, extra time for setup, sound checks, conflicts with other programs around campus, and security.
- A reservation must be requested a minimum of 5 business days before an event is to take place. However, when requesting for larger events, more time may be required to adequately meet the Organization/User needs.
- If a reservation is made less than 5 business days before an event is to take place, an additional fee will be charged to the Organization/User.
- The person requesting the Auditorium should be the official Organization/User contact person. This contact will be the sole person authorized to make decisions or to negotiate with the Reservationists.
- The Reservationists will communicate with the Organization/User contact regarding any additional documentation, approvals or deposits that may be needed.
- All required documentation and/or deposits must be received before a reservation can be confirmed.
- All Registered Student Organizations must submit a Student Activity Form via Orgsync (www.orgsync.com or one.msstate.edu) before a reservation can be confirmed.
- The Auditorium is available to groups “as is”. Organizations/Users requiring special arrangements or equipment not normally available must plan and hold by reservation in advance.
- The use of all equipment, personnel, and/or furniture in the Auditorium must be requested a minimum of 5 business days in advance.

General Reservation Guidelines:

- The Organization/Users' contact must be present 30 minutes before the event begins, during the entire event, and are responsible for all arrangements concerning the reservation, setup, and billing of the event.
- Bettersworth Auditorium Staff/Operating Personnel will determine the staffing needs for each event.
- No advertising may be done before your confirmation is received.
- In the interest of serving Mississippi State University please provide the Bettersworth Auditorium Staff/Operating Personnel with a short statement, in writing, describing each event to the Event Services Suite 117 in Colvard Student Union within 7 business days of the event.
- The Organization/User is responsible for any damage to the Auditorium and equipment during the event.
- Diagrams of Bettersworth Auditorium are available upon request.
- Equipment and labor charges are available upon request.
- Any questions and/or walk through request can be directed to the Bettersworth Auditorium Staff/Operating Personnel at (662) 325-3228.

Special Note:

When taking requests, it is the policy of the Bettersworth Auditorium Staff/Operating Personnel not to comment on the nature of a scheduling conflict, should one arise.

Changes in Reservations:

- Reservation changes must be made by the same individual who established the original request by contacting the Event Services Office.
- Changes in setup: 7 business days before event.
- Changes in event staffing: 7 business days before the event.
- The Organization/User is responsible for any expenses that the Auditorium and/or Mississippi State University may have incurred as a result of changes in reservations.

Cancellation to a Reservation:

- Reservation cancellations must be made by the same individual who initiated the original request by contacting the Event Services Office.
- The Bettersworth Auditorium Staff/Operating Personnel reserves the right to cancel any event if deadlines are not met; if the group does not comply with policies and procedures set forth, or if Mississippi State University officials cannot ensure the safety of students, faculty, staff, and/or visitors. This may or may not include terminating an event already in progress.
- Neither party shall be held responsible for delay or default caused by inclement weather, fire, riot, or acts of God, sovereign, public enemy, and/or war, which is beyond reasonable control.

Late Departure Agreement:

- Any event running overtime is billed to the Organization/User. This will be charged accordingly at the beginning of each hour.
- The Organizations/Users' permission to run late depends on the availability of the Bettersworth Auditorium and /or its Bettersworth Auditorium Staff /Operating Personnel and must be approved before the event by the Bettersworth Auditorium Staff/Operating Personnel.

Section IV: Facility Charges

There are different rates for use of the facility depending on the category of the organization. The three categories are:

- Registered Student Organizations
 - Events sponsored by a registered student organization and attended by Mississippi State University students, faculty, staff, outside guest, and/or general public. Reservations for these groups may be requested only by officers of the Registered Student Organization.
- University Departments
 - Events sponsored by a Mississippi State University department and attended by students, faculty, staff, outside guest, and/or general public.
- Off-campus Groups
 - Events sponsored by non Mississippi State University organizations. The Bettersworth Auditorium Staff/Operating Personnel reserves the right to review plans for each of these events before a reservation can be made.

Definition of Terms:

- Sponsoring Organization
 - The Organization/User that reserves the facility and is financially responsible for any and all costs associated with the use of the Auditorium, its equipment, and staff for a specific reservation or set of reservations. The sponsoring organization is responsible for all charges.
- Per use
 - Per use refers to each period within a day that the Auditorium is held for use by persons involved with the event scheduled.
- Paid Event
 - When admission is granted to an individual who has charged an admission or registration fee regardless of whether or not a physical ticket has been issued.

Rental Blocks:

- Organizations/Users reserving the Auditorium for two or more days, for the same event, will receive a reduced rental rate of ½ the rental fee beginning on day two.
- Any group needing access to Bettersworth Auditorium before or after the normal operating hours will be charged accordingly at the beginning of each hour.
- If an event is reserved as a Registered Student Organization or a University Department and found to be otherwise, all future events booked by the Organization or Department will be charged as Off-campus Groups automatically for the next two years.
- All fee structures, policies, and procedures are subject to change without notice due to budgetary or other administrative decisions.

Payment for Event:

- All Organizations/Users of the Auditorium are required to submit a deposit based on a percentage of their estimated total rental fee. A 50% deposit must be paid to confirm a reservation request.
- All Organizations/Users that are more than 60 days past due, on any previous bill, will not be allowed to reserve or have any future events until payment is made in full.
- The balance of rental fee, labor, and material charges, are due no later than 30 days after the date posted on the invoice.
- Mississippi State University Departments will, at the time of the reservation, submit a valid Banner account number to which all charges will be applied. The account will be charged after the period of use has ended and all charges have been determined.
- Mississippi State University Registered Student Organizations and Off Campus groups will, at the time of the reservation, submit a valid address or Banner account number to which all charges will be applied.
- When a Department or Registered Student Organization sponsors an event, the sponsor of that group will be responsible for the costs associated with the use of the Auditorium. It is the sole responsibility of the sponsor to settle with all co-sponsors.
- Organizations/Users with outstanding debts to Mississippi State University may not reserve the Auditorium until the debt has been satisfied (OP 91.200).

Cancellation Fees:

- If a reservation is cancelled at least 30 days prior to the event, provided the Auditorium and/or Mississippi State University have not incurred any expenses, all deposits will be refunded.
- If a reservation is cancelled less than 2 weeks but within more than 1 week of the event, only 50% of the rental fees will be charged, provided the Auditorium and/or Mississippi State University has not incurred any expenses.
- If a reservation is cancelled within 1 week of the event, sponsor is responsible for total amount of rent and for any expenses incurred by the Auditorium and/or Mississippi State University.

Sale of Merchandise:

Merchandise may be sold at the Auditorium with prior written approval of the Bettersworth Auditorium Staff/Operating Personnel and is subject to the following conditions:

- The Organization/User must request written approval of the Bettersworth Auditorium Staff/Operating Personnel to sell merchandise at least 2 weeks prior to the performance.
- Bettersworth Auditorium will receive 15% of total gross sales. Bettersworth Auditorium Staff/Operating Personnel reserves the right to waive the percentage due on any items sold.
- Bettersworth Auditorium Staff/Operating Personnel will specify the locations where sales will be made.

- Sales may take place only before and after the Performance and during intermission, if any.
- The Bettersworth Auditorium Staff/Operating Personnel reserves the right to prohibit any person, persons, or organization from displaying or selling any items for any reason.
- The Bettersworth Auditorium Staff/Operating Personnel reserves the right to prohibit any person, persons, or organization from collecting donations or contributions in the Auditorium and/or on its premises for any reason.

No-Show Fees:

- If an Organization/ User does not cancel a reservation and does not show up, the Bettersworth Auditorium Staff/Operating Personnel will put them in the No-Show Log.
- After an Organization/ User's first and second no-show, they will be notified by the Bettersworth Auditorium Staff/Operating Personnel and charged a fee in addition to their rental fee.
- After an Organization/ User's third no-show, they will be notified by the Bettersworth Auditorium Staff/Operating Personnel and all of their future events on campus will be cancelled.
- No-Shows do roll over to the next semester.

Cleaning Fees:

- All Organizations/ Users must leave rooms in the same condition that they were in at the beginning of the reservation.
- If a room must be cleaned after a reservation, the Organization/ User will be charged a cleaning fee.

Late Arrival Fees:

- If an Organization/ User needs to meet with the AV Setup team before their reservation, they must contact Event Services to schedule a time.
- If the Organization/ User is not present when the AV crew arrives, they will only wait for 15 minutes.
- The Organization/ User can contact Event Services and inform them that they will be late if they need the AV crew to stay longer.
- If the AV crew must wait longer than 15 minutes or if the Organization/ User does not show up during the allotted time, the Organization/ User will be charged a fee.

Billing and Review of Bills:

- Payment is due within thirty (30) days after the date stated on the invoice.
- When a final payment is not received within the 30 days, a service charge of 10% on the unpaid balance will be added to the bill per month.
- Mississippi State University Departments will be charged via Banner accounts for all deposits and payments due, plus all incidental charges.
- All Registered Student Organizations and Off-campus user payments shall be made by a Banner account, cash, check, or money order payable to the Colvard Student Union.
- Starting and ending times of activities in the Auditorium are absolute. Additional time outside of the scope of this agreement will be billed to the Organization/User. This includes early load-in time, rehearsal time and other related activities. Any group needing access to Bettersworth Auditorium before or after the normal operating hours will be charged accordingly at the beginning of each hour.
- All Organizations/Users that are more than 60 days past due, on any previous bill, will not be allowed to reserve or have any future events until payment is made in full.
- If there are any questions concerning your bill, please forward them, in writing, to Colvard Student Union, P.O. Box 5368, MSU, MS 39762 or Mail Stop 9530.
- You may request, in writing, a review of charges within 1 week of issuance of the final bill (All requests must be made in writing and be within 1 week to be valid).
- All fee structures, policies, and procedures are subject to change without notice due to budgetary or other administrative decisions.