

**Union Policies and Procedures  
Mississippi State University  
Event Services  
(662)325-3228  
[union.msstate.edu](http://union.msstate.edu)**

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## Section I: Introduction

The Colvard Student Union 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**

The Colvard Student Union (CSU) 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 CSU **cannot** be used by commercial enterprises, political or sectarian (religious) organizations without **written permission** from the MSU Facilities Use Committee, 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 CSU, 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 CSU.
- The CSU Staff/Operating Personnel retains the right to have any person removed from the CSU 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 CSU in any manner whatsoever, without the prior written consent of the CSU director
- Organizations/Users will make, at their own expense, all changes, alterations, installations and decorations therein that are previously agreed to by the CSU director, and that Organization/User will restore, at its own expense, the CSU 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 CSU that is damaged, stolen, or lost during the dates that Organizations/Users used the CSU.
- 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 CSU Staff/Operating Personnel. Organization/User is responsible for removing all approved items.
- The Organization/User is responsible for any and all damages to the CSU caused by acts of the Organization/User or its agents, employees, patrons, guests and artists, whether accidental or otherwise.
- The Organization/User is responsible for the conduct of its representatives, members, and audiences while using the CSU.

### **Emergency Procedures:**

- In the event of an emergency the CSU Staff/ Operating Personnel will follow emergency evacuation procedures to safely assist persons leaving the facility.
- The CSU 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.

### **Exits/Walkways:**

- 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.

### **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:**

It is the responsibility of the organization to discard trash and keep the area they reserved at the CSU clean and clear of food waste.

### **Lobby Displays and Decorations:**

Displays and decorations within the common areas of the CSU may only be erected in designated areas. CSU 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 CSU 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 CSU Staff/Operating Personnel, there are occasions when performers' semi-tractor trailers and busses may be 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 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 CSU. 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 CSU.

#### **Personnel:**

- Only CSU Staff/Operating Personnel may operate equipment.
- Lights and emergency systems in the CSU shall at all times be under the control of CSU Staff/Operating Personnel.
- Staff needed for the operation of the CSU for specific events will be determined by the CSU 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 CSU inventory.
- The CSU 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 CSU Staff/Operating Personnel will have the final and sole authority to change the manner in which the CSU's system is operated.

#### **Piano Tuning:**

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

#### **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 CSU unless approved in writing by the CSU 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.

#### **Right of Entry:**

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

**Security:**

- Final determination for security needs, personnel, and equipment will be made between the CSU Staff/Operating Personnel, University Police, and Dean of Students.
- Except for the area in use, 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 CSU Staff/Operating Personnel as deemed necessary and at the cost of Organization/User, after reasonable notice is given.
- No activities in violation of Federal, State or Local Laws, ordinances, or rules or regulations of Mississippi State University shall be permitted in the CSU or its premises. It is the responsibility of the Organization/User to enforce this requirement.
- Organization/User agrees not to bring into the CSU, 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 CSU is a smoke-free building.

**Vacate Completely/Remove Property:**

The Organization/User shall leave their area of reservation clear after their event, unless permission is given for a longer storage period. If their area is not cleared within the designated period, the CSU 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 CSU call (662) 325-3228 or stop by the CSU Event Services Suite 117 (from 8am – 5pm Monday - Friday).
- 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.
- Reservations for meeting rooms must be requested a minimum of 48 hours before the event is to take place.
- Reservations for larger facilities and/or multiple rooms require a minimum of 5 days notice to adequately meet the Organization/User's needs.
- For reservations made closer to the event than the required time, an additional fee will be added to the rental fee.
- The person requesting space in the CSU 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 concerning 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 before a reservation can be confirmed. [www.orgsync.com](http://www.orgsync.com) or [one.msstate.edu](http://one.msstate.edu)
- Space in the CSU 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 CSU must be requested a minimum of 48 hours in advance.

### **General Reservation Guidelines:**

- The Organization/Users' contact must be present during the event and responsible for all arrangements.
- CSU Staff/Operating Personnel will determine the staffing needs for each event.
- No advertising may be done before your confirmation is received.
- The Organization/User is responsible for any damage to their reserved area of the CSU and equipment during the event.
- Diagrams of CSU are available upon request.
- Equipment and labor charges are available upon request.
- Any questions and/or walk through request can be directed to the CSU Event Services Office at (662) 325-3228.

### **Special Note:**

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

### **Changes in Reservations:**

- Reservation changes must be made in writing (fax, letter, or email) by the same individual who established the original request, and given to the Reservationists.
- Changes in setup: 48 hours before event.
- Changes in event staffing: 48 hours before the event.
- The Organization/User is responsible for any expenses that the CSU and/or Mississippi State University may have incurred as a result of charges in reservations.

### **Cancellation to a Reservation:**

- Reservation cancellations must be made in writing (fax, letter, or email) by the same individual who initiated the original request, and given to the Reservationists.
- The CSU 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 CSU and /or its CSU 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 CSU Staff/Operating Personnel reserves the right to review plans for each of these events before a reservation can be made.

**Contact the Event Services Office for room rent and set-up estimates 662-325-3228**

### 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 CSU, 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 an area of the CSU 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 an area in the CSU for two consecutive 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 an area of the CSU before or after the normal operating hours (8am – 10p) 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.

**\*\*Union Clean Up Fee - \$50**

**\*\*Union Furniture Removal Fee for standard rooms - \$50**

**\*\*Union Furniture Removal Fee for Old Main Lounge & the Dawghouse - \$150**

### **Payment for Event:**

- All Organizations/Users of the CSU 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.
- All Organizations/Users that are more than 90 days past due, on any previous bill, will have all of their events cancelled.
- 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 CSU. 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 CSU 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 CSU and/or Mississippi State University have not incurred any expenses, all deposits will be refunded.
- If a reservation is cancelled less than 30 days prior to the event the sponsor is responsible for total amount of rent and for any expenses incurred by the CSU and/or Mississippi State University.

**No-Show Fees:**

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

**Cleaning Fees / Standard room setup fee:**

- 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.
- If the user changes the standard setup of any room in the union, and fails to return the room to its original state, a reset fee will be charged.

**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 CSU 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 the CSU 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.
- All Organizations/Users that are more than 90 days past due, on any previous bill, will have all of their events cancelled.
- 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.

## Section V: Union Facilities Usage

- **MSU events** – events sponsored by a registered student organization or MSU department
- **Non-MSU related events** – events sponsored by non-MSU organizations. The Colvard Student Union reserves the right to review plans for each of these events before a reservation can be made.

**Catered events-** All catered events in the Colvard Student Union must be catered by MSU Dining Services. (325-3663). Non-MSU Dining Services Catered events must be approved in writing by the Colvard Student Union Director before reservation can be made.

Special arrangements for decorations, displays, exhibits, or postings must be approved in advance by the Colvard Student Union.