RESERVATION OF SPACE:

- Space requests are only accepted via space request forms submitted to Event Services.
- All events are subject to review to determine if the nature of the event is suitable for the facility prior to confirmation. The University reserves the right to reject any requests or condition the use of its facilities on such terms as it deems appropriate.
- Once approved, you will receive the confirmation and the Services Agreement along with any other applicable forms via email. A signed Agreement along with the booking fee is due within 5 days of receipt to confirm your reservation. Space will be released, and reservation will be cancelled if not received within 5 days.
- For requests made within 14 days of event, a signed agreement is due within 24 hours of receiving confirmation email.
- Event Services reserves the right to relocate your meeting or event based on the needs of the University or other facility patrons. In the event that your room is changed, the listed event contact on the reservation will be notified.
- Reservation requests will be processed in the order they are received. University reoccurring events or functions take priority over all other meetings or events.
- Reservation/Meeting space in academic classrooms cannot be confirmed until the academic class schedule room assignments for the upcoming semester have been finalized.
- A flat fee of $40 will be charged if a cancellation of a reservation is not received at least 1 week in advance. The large event spaces require a 2 week notice or a flat fee of $100 will be assessed. The booking fee will not act as a credit toward late cancellation fees.

FEES & PAYMENT:

- BOOKING FEE: A booking fee will be assessed to confirm an event reservation. The booking fee confirms the event and will serve as a credit toward the final bill. This fee is non-refundable if the event is cancelled. The booking fee does not apply to University Department or Student Organization events.
- USM STUDENT ORGANIZATION, DEPARTMENT OR HOSTED EVENTS:
  - Departments must provide a budget string prior to the event being confirmed.
  - Student Organizations, Departments and Hosted Events are subject to standard service & equipment fees.
- CUSTODIAL FEE: A cleaning fee will be applied to all events. This fee varies based on event types and sizes. An additional fee is also charged to any event leaving excessive garbage, spills, etc.
- RUSH FEE: A $50 fee applies to requests and changes submitted less than 3 business days prior to the event. Changes include setup, adding rooms, adding equipment, etc. All late requests must be approved by Gulf Park Event Services.
- SERVICE FEE: Applies to any services that fall outside of the regular scope of the Event Services Staff.
- RENTAL FEE: A facility rental fee will be incurred by an organization that should charge an admission and/or registration fees to any attendee.
- OVERTIME FEE: If an event requires the facility to operate outside of normal facility hours, overtime fees will be assessed on a per hour basis at $75 per hour.
- INVOICE: Balance of invoiced items and fees are due 1 week in advance of the scheduled event. Some events may require customer to place a deposit file to guarantee any additional fees incurred during or after event. This deposit fee varies and will be refunded once the final invoice is paid.
THEFT AND DAMAGES:

‣ Customer agrees to be responsible for the costs incurred and paid by USM to repair or remediate any damage to USM facilities, including furniture, fixtures, equipment or other property used by customer for its event. USM will assume no financial responsibility for damaged or stolen personal property provided by customer, customer guests or outside vendors. USM may require a deposit be placed on file to guarantee any incidental charges incurred during or after event.

FOOD & BEVERAGE:

‣ Southern Miss Catering is the preferred caterer on the USM Gulf Park Campus.
‣ Events taking place within Hardy Hall during normal operating hours are required to use Southern Miss Catering.
‣ Snacks and refreshments can be provided by the customer if the total cost including food and paper goods is less than $125 and comply with the University snack policy. Customers must notify Event Services that F&B will be served to allow for adequate set-up and clean-up time.
‣ Any event serving alcohol must be approved by Event Services Staff and the customer agrees to solely use Southern Miss Catering for all F&B needs.

DECORATIONS:

‣ Rearrangement, removal or addition of furnishings or equipment to the facilities will require pre-approval of the Event Services Staff.
‣ Customer may be subject for fees associated with additional personnel, equipment and supplies needed in support of the event.
‣ Tape, tacks and nails will not be allowed on walls, floors or carpet in the facilities.
‣ Decorations are not permitted to be attached, in any manner, to the trees or buildings on the Gulf Park Campus.
‣ An open flame is prohibited on campus property.
‣ Customer is responsible for any items or furniture used for an outdoor event. Items are not supplied by or the responsibility of The University of Southern Mississippi.
‣ The university does not provide complimentary storage space for events held on campus. Please contact Event Services to reserve a storage space if required.

AUDIO VISUAL:

‣ Internet and Technical Services can be provided through iTech. Please request all services at least one (1) week prior to your event. Additional fees may be applied if the event is outside of normal business hours and if additional equipment is required.
‣ Customers may not load software onto computers or attempt to circumvent computer security. Losses incurred because of this violation will be charged to the customer.
‣ The university is not responsible for loss of data to viruses or computer/electronic malfunctions.
‣ Fleming Auditorium events are required to use Walker Audio Visual for all AV needs. Fees will depend on event.

ADVERTISING:

‣ EXTERNAL EVENTS: The University of Southern Mississippi reserves the right to review and monitor usage of the University name, marks and logos. Contact the Office of University Communications to obtain approval for usage.
‣ INTERNAL EVENTS: The Office of University Communications requests that all units allow UC to review communication materials before they are printed.
‣ STUDENT EVENTS: For assistance with internal publicity, creating a flyer for your event, contact the Office of Student Affairs. Your Event will be advertised in the Student Affairs Newsletter.
UNIVERSITY POLICE DEPARTMENT:
› In the event of an emergency, please contact UPD at 601.266.4986
› University Police will lock and unlock the facilities.
› In the event of a fire alarm, the individual/organization should not attempt to turn off controls. Alarms ring directly to the fire department.
› If UPD is required for an event, the fee is $32 per hour with a 3-hour minimum charge.

FEE WAIVER:
› Funding for some university facilities was partially provided by Harrison County and its municipalities. Facility rental fees may be waived for any city, county or government agency located in Harrison County in these facilities only. To be eligible for this waiver, 50% or more of the organizations operating budget must be provided by the cities or county. Please note, while rental fees may be eligible for waiver, other service fees still apply.
› Events hosted by The University of Southern Mississippi will not incur facility fees; however, all applicable service fees will be charged.
› Non-profit organizations that provide a 501(c)3 certificate may be eligible for a 50% discount on facility fees. All service fees will be charged as incurred.

INSURANCE:
› Insurance may be required for use of facility on the Gulf Park Campus. If applicable, customers must agree to obtain event insurance and provide certification at least 30 days prior to the event. Events that do not comply with the requirement are at risk of the scheduled event being cancelled. Insurance requirements do not apply to student or departmental events.

MISCELLANEOUS:
› The University of Southern Mississippi offers to all persons equal access to educational, programmatic and employment opportunities without regard to age, sex, sexual orientation, disability, pregnancy, gender identity, genetic information, religion, race, color, national origin and/or veteran status pursuant to applicable state and federal law.
› The customer is responsible for notifying Event Services of any special ADA accommodations needed at least on (1) week prior to the event.
› Space is reserved based on units and each day is comprised of three units. Units are available in blocks of time:
   ‣ Less than 4 hours: 1 Block
   ‣ 4 to 8 hours: 2 Blocks
   ‣ 8+ hours: 3 Blocks
› Use of tobacco in any form, including cigarettes, chewing tobacco and e-cigarettes/vaping devices, is prohibited in or on all University owned, operated or leased property including vehicles.
› Parking requests must be submitted in writing to Event Services no later than 2 weeks prior to event date. Reserved parking is based on availability.
› Arrangements for shipping/storage of materials prior to an event must be made one month in advance by contact Event Services.

*The University of Southern Mississippi reserves the right to change these Guidelines and Policies at any time without prior notice. In the event that any changes are made, the revised Guidelines and Policies shall be posted on our website immediately. Please check the latest information posted to inform yourself of any changes.
RESOURCES:
› Drug and Alcohol Policy:
  • https://www.usm.edu/institutional-policies/policy-pres-pr-001
› University Snack Policy:
  • https://www.usm.edu/institutional-policies/policy-adma-pur-009
  • https://www.usm.edu/procurement-contract-services/download-university-snack-policy
› Free Speech, Demonstration and Protest Policy:
  • https://www.usm.edu/institutional-policies/policy-stua-una-012
› Tobacco Free USM
  • https://www.usm.edu/institutional-policies/policy-stua-hs-001
› Prom/Dance Policy:
  • https://www.usm.edu/institutional-policies/policy-stua-una-005
› Sign Policy:
  • https://www.usm.edu/institutional-policies/policy-stua-una-006
› Solicitation Policy:
  • https://www.usm.edu/institutional-policies/policy-stua-una-007
› Non-Discrimination Policy:
  • https://www.usm.edu/institutional-policies/policy-pres-AA-005

CONTACT INFORMATION:
› University Communications:
  • https://www.usm.edu/university-communications
› Event Services:
  • https://www.usm.edu/gulfcoast/event-services
› University Police:
  • https://www.usm.edu/police
› iTech:
  • https://www.usm.edu/itech