

Steps to reserving space with the Conference & Event Services Office

(TCC/TLC/UNION/CHAPEL/SHOEMAKER SQUARE/LAWNS)

1. Submit Event form at www.usm.edu/lsi.
2. Conference & Event Services will email you a confirmation of your event registration.
 - A. If a confirmation is not received **within a week** of the submission of your form, please feel free to email the Conference & Event Services Staff or call 601.266.4399.
***Please read ALL email confirmations! Please be aware that although you may request a specific room, this is not a guarantee that this is the space you will receive. You will be placed in a space appropriate for your event and event size.**

New CES information

- The Conference & Event Services Office has moved and is located on the 2nd floor of the RC Cook Union
- RC's Lounge is off line for the fall semester – The space is getting a face lift, stay tuned for exciting updates!

Commonly asked Questions:

Q: How many times can my organization meet weekly?

A: Weekly/bimonthly meetings are allowed **three (3)** rooms per week at a maximum of **two (2)** hours per event and no more than **six (6)** hours per week for regularly scheduled meetings. Only **one (1)** room may be reserved by an organization at a time for weekly meetings.

Q: Are there fees associated with my organizations reservation?

A: There is no charge to use meeting spaces on the 2nd floor of the Thad Cochran Center or the Union. Fees apply for use of the **Ballrooms, Joe Paul Student Theater and the Trent Lott Center**. There **are** fees assessed for **equipment, late cancellations, no shows, and custodial charges (if you have food at an event)**. Outstanding balances must be paid in full or a hold will be placed on future reservations. If you have issues paying for equipment, please reach out to me and let's talk before you cancel your needs.

****Cancellation Fee:** A flat fee of \$35 will be charged if a cancellation of a reservation is not received at least 48 hours in advance. Ballrooms and Lott Center require one month cancellation notice or a flat fee of \$100 will be assessed.

****No Show Policy:** A flat fee of \$35 will be assessed to a student organization failing to cancel a scheduled meeting within the appropriate time frame.

****Rush Fee:** A flat fee of \$35 will be assessed to a student organization that adds equipment or changes/adds a room set up less than (5) business days prior to event or within 24 hours of finalizing event details.

Q: Is my group allowed to serve food at our meetings/events?

A: Yes, you are allowed to serve food at your meeting and/or event. Student organizations are allowed to bring in snack items - not totaling more than \$125 (see snack policy). If your needs exceed the \$125 limit, you are required to go through Southern Miss Catering. No outside caterers are allowed. For further questions about food policies, please call Marlene Dillion at 601.266.5552.

****Even if you take advantage of the snack policy, you will be assessed a \$35 custodial fee so keep this in mind when considering having food at your event.**

Q: Is there a deadline for reserving space for our meetings?

A: Yes! The event form must be turned in by 4 PM the Monday before any Thursday through Wednesday events. If Monday is a holiday, the form is due at the same time the Friday prior. We recommend planning further in advance if possible.

Q: What if my group wants academic space?

A: Submit an event form with the Office of Leadership and Student Involvement requesting desired location; the Registrar's office handles all academic buildings.

Q: Are there specific hours my organization can meet and are there fees applied if we go over our time limit?

A: Yes, the Thad Cochran Center and Union hours are:

Mon – Thurs 7 AM – 10 PM

Friday 7 AM – 7 PM

Saturday 8:30 AM – 7 PM

Sunday 8:30 AM – 10 PM

** There is an overtime fee of \$75 per hour and this includes set up and breakdown times. All events must end fifteen (15) minutes before closing time.

** Holidays – Regular student events will not be scheduled during holidays which includes the weekend before or during long weekends. If you need to hold an event during a holiday time period, please contact the Conference & Event Services staff to discuss availability. Your event may be subject to overtime fees.

Q: Does Conference & Event Services provide tables for outside events?

A: Tables are not provided for outside tabling; contact The Office of Leadership and Student Involvement for tables if needed. You can only check out tables to use at Shoemaker. You must find alternatives if you wish to table at any other grounds on campus.

Q: What if my organization does not have the money to pay for equipment but we really need it?

A: Come see us! We are here to help and am always more than happy to help you so that your group has a successful event!

Q: How do I know that my reservation is complete?

A: You will receive an email confirmation from Conference & Event Services, confirming your event. Please review the email and make sure that all details are accurate ***Remember - we reserve the right to move your meeting to a different room or deny the event if circumstances warrant such a change.**

Snack Policy:

All registered student organizations and departments are allowed to bring in snack food and beverages not totaling more than \$125 to organizational and departmental meetings. ***Transactions will be reviewed by Procurement and Contract Services.***

A. Approved snacks are limited to the following:

-pretzels

-snow cones

-chips

-vegetable and fruit platters

-salsa and dips

-pizza*

-crackers

-bottled water

-candy

-iced tea, punch and lemonade

-popcorn

-sandwiches*

-nuts

-juice

-cookies, brownies and cakes

-pre-made hot beverages

-whole fruit

-baked goods (cakes, donuts, breads, Rice Krispies treats)

-sodas

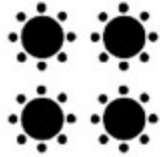
*Delivery by vendor to organization/department meeting required

1. All incidental items (paper plates, tableware, napkins and cups) may be provided by the student organization or department, or Southern Miss Catering can provide these items for a charge, if requested in advance.
2. The use of appliances that require an electrical supply (coffeepots, crock pots) is not permitted.
3. No food preparation is allowed in meeting rooms on campus.
4. Student organizations and departments that plan to bring food into any facility are responsible for all cleanup of their event. If extra trash bags are needed, they may be obtained from the facility services staff.
5. Rooms must be left in the condition they were found. All trash must be placed in the trash bags obtained from the facility services.

Set-up Styles Commonly Requested

***If you have another vision not represented on this sheet, please feel free to reach out to us and we will be glad to meet with you so that your vision is met.

Banquet



Used for meals and small group discussions. 5' rounds seat eight (8) people comfortably.

Classroom



Most desirable for long lectures. For large numbers, tables will need to be rented.

Conference/ Boardroom

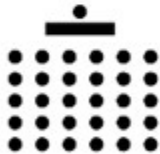


Hollow Square



Also known as Senate. Appropriate for groups fewer than 40 where there is a group leader or panel seated at the head of the set up.

Theater



Appropriate for a short lecture or larger groups that do not require extensive note-taking.

U-Shape

