Southern Miss Event Services Student Organization Customer Agreement
Thad Cochran Center, R.C. Cook Union, Hub, Trent Lott National Center

- 50% Deposit is due at time of booking to secure the space.
- Balance is due at least ONE WEEK in advance. Sign and return attached confirmation if a balance is due.
- Customer agrees to pay any charges incurred during the event, including the damages to the facility or equipment that are the result of negligence on behalf of the customer.
- Visa and MasterCard accepted; a 3% service charge will be applied to the final bill.
- Please leave facility in the original chair/table arrangement at the conclusion of the event.
- Cancellations for the TRENT LOTT CENTER, THAD COCHRAN CENTER BALLROOM or ENTIRE FACILITY must be made one month in advance OR your organization is responsible for 50% of the facility rental fee.
- Other cancellations and changes to an event must be made two weeks in advance or your organization
- For equipment not offered by the Event Services Office, you must contact iTech. www.usm.edu/itech
- Southern Miss Catering will handle all your catering needs for your event. Contact their sales office at 601.266.5552 or www.southernmisscatering.com for menu options. NO OUTSIDE CATERERS ALLOWED.
  - Outside food may be brought in if it fits within the specifications of the University Snack Policy.
- Customer is responsible for notifying the Event Services Office of any special ADA accommodations at least 2 WEEKS in advance.
- Event Services/Union and Programs Department/TLNC is not responsible for any items left overnight in meeting rooms.
- ALL EVENTS are subject to a review process to determine if the “nature of the event” is suitable for the facility before confirming.
- All events that are not regularly scheduled recurring meetings MUST complete a Student Activities Event form, have a current Organization Information Form (OIF) on file with the Office of Student Activities, and have attended a Student Activities Orientation session PRIOR TO ANY EVENT OR MEETING.
- We do not provide ANY equipment, sound, or tables for outdoor events.
- Events occurring outside of normal hours of operation will be assessed $75 per hour overtime fee.
- Events involving catering or other snacks will be assessed a custodial fee based on the anticipated attendance.

MISCELLANEOUS FEES
- All groups are subject to the following fees:
  - Overtime Fee: If an event requires the facility to be open outside the normal operating hours, a fee of $75/hour will be charged. Fee includes set-up and breakdown times.
  - Cancellation/No Show Fee: 50% of the balance will be charged if a cancellation of a room setup is not received 48 hours in advance. Ballroom requires one month cancellation notice or loss of security deposit. A flat fee of $35 will be assessed to a student organization failing to cancel a regular meeting room.
  - Change-Over Fee: Any change-over or rearrangement of a standard set room or of a set-up during an event will require a $35 minimum fee.
  - Custodial Fee: A custodial fee applies to all food events. $35 for every 100 attendees (Cochran Center only). A fee will also be charged to any group that leaves a room with excessive carpet stains, garbage, etc. Events taking place in the Trent Lott Center Monday - Friday after 1:30 p.m. and on Saturday and Sunday will be assessed a minimum $60 fee.
  - Rush Fee: A $35 fee may be charged to an organization submitting a request or making changes to an event less than 5 business days of the event. Changes include (set-up, adding rooms, equipment, etc.
  - PLEASE NOTE ALL FEES (with the exception of the rush fee) MUST BE PAID A MINIMUM OF TWO BUSINESS DAYS PRIOR TO YOUR NEXT MEETING TO GUARANTEE YOUR RESERVATION WILL BE REINSTATED.
- BELOW YOU WILL FIND A CHECKLIST TO HELP ENSURE THE SUCCESS OF YOUR EVENT. ALL ITEMS MAY NOT PERTAIN TO YOUR EVENT. THESE ARE SUGGESTIONS THAT ARE COMMONLY OVERLOOKED IN THE PLANNING PROCESS.
  - Sign and return attached agreement if balance due.
  - Catering ordered. (www.southernmisscatering.com or 601.266.5552)
  - Audiovisual equipment ordered.
    - Email Katie Kitchens (katherine.kitchens@usm.edu) with any A/V requirements at least one week in advance.
  - Setup style and attendance finalized
    - Diagram created/sent to katherine.kitchens@usm.edu
  - Retain this copy for your records.

THE EVENT SERVICES OFFICE RESERVES THE RIGHT TO CHANGE ROOM ASSIGNMENTS IF DEEMED NECESSARY. SHOULD THE NEED ARISE EVENTS MAY BE RELOCATED TO OTHER FACILITIES ON CAMPUS.

By signing and below you are agreeing to all terms/conditions of this contract and policies set by The University of Southern Mississippi.

Authorized Signature __________________________ Date ________________

** Please scan and email to ashley.grant@usm.edu or return the agreement to the Event Services Desk.