Steps to reserving space with the Event Services office
(TCC/TLC/UNION/HUB/CHAPEL/SHOEMAKER SQUARE/LAWNS)

1. Submit Event form: [https://www.usm.edu/leadership-student-involvement/event-request-form](https://www.usm.edu/leadership-student-involvement/event-request-form). Event Services will email you a confirmation of your event registration.
   A. If confirmation is not received within a week of the submission of your event form, please feel free to email Katie Kitchens at Katherine.kitchens@usm.edu or call her at 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.*

Commonly asked Questions:

Q: How many times can my organization meet weekly?

A: Weekly/biweekly 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, RC’s Lounge 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.

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 prior to the following week’s 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. Large or special events require your Event Request Form to be submitted one month prior to the proposed date of the event.

Q: What if my group wants academic space?

A: Submit an event form with the Office of Leadership and Student Involvement requesting desired location and they will check on availability and book the space through the Registrar’s Office.

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:

<table>
<thead>
<tr>
<th>Days</th>
<th>Hours</th>
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<tbody>
<tr>
<td>7 AM – 10 PM Mon</td>
<td>7 AM – 7 PM Fri</td>
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<tr>
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<td>8:30 AM – 7 PM Sat</td>
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<td>8:30 AM – 10 PM Sun</td>
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*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.

Q: Does 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 me! I am 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 Event Services, confirming your event. Please review the email and make sure that all details are accurate. If you do not receive an email within a week of submitting your event form please contact Katie Kitchens at Katherine.kitchens@usm.edu or you can reach her at 601.266.4399. *Remember – we reserve the right to move your meeting to a different room 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.

1. Approved snacks are limited to the following:
   - Pretzels
   - Chips
   - Salsa and dips
   - Crackers
   - Candy
   - Popcorn
   - Nuts
   - Cookies, brownies and cakes
   - Whole fruit
   - Sodas
   - Snow cones (not red)
   - Vegetable and fruit platters
   - Pizza* (MUST be delivered)
   - Bottled water
   - Iced tea, punch (NOT red) and lemonade
   - Sandwiches (MUST be delivered)
   - Juice
   - Pre-made hot beverages
   - Baked goods (cake, doughnuts, breads and Rice Krispy treats – prepackaged and/or individually wrapped)

2. 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.

3. The use of appliances that require an electrical supply (coffee pots, crock pots) are not permitted.

4. No food preparation is allowed in meeting rooms on campus.

5. Group is responsible for all cleanup of their event. Additional clean up fees can and will be assessed if group brings in food and it is not cleaned up after event. If extra trash bags are needed, they may be obtained from the facility services staff.

6. Rooms must be left in the condition they were found. All trash must be placed in the trash bags obtained from the facility services.