



North Mississippi Education Consortium (NMEC)  
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## **FACILITIES RESERVATION TERMS OF USE**

### **Center Accommodations:**

- Classroom 1
- Classroom 2
- Board Room
- Green Room

### **Usage**

The facility usage will be based on a first-come, first-served basis for reservations, and will be charged based on the attached schedule. This includes any University departments, organizations, or staff events, as well as the Mississippi Department of Education and other outside entities. We welcome any events Monday through Friday from 7:30a.m. to 5:30p.m., and are willing to reserve a room for any events outside of these times.

### **Payment**

An invoice will be sent to the entity renting the facility at the end of that current month. A check or credit card payment is expected within thirty (30) days from receipt of invoice.

- If a check is returned to us for any reason, NMEC will charge a \$30 returned check fee.
- There will be a 3.2% charge for all credit card payments, including deposits, which equals less than \$10 for up to a charge of \$310. This fee will be applied per transaction (i.e. 3.2% on deposit transaction and 3.2% on remaining payment).

### **Deposits**

There will be a non-refundable administrative fee of \$100 due two weeks prior to facility usage for all non-university entities. The fee will be applied toward the total cost of the reservation. If the event is scheduled in less than two weeks, the deposit is due two days after the facility request is approved.

## **Cancellations**

All cancellations must be submitted in writing to NMEC. Cancellations must be done 72 hours prior to the event. If cancellations are made within 72 hours of the event, no refund will be issued.

## **Conditions and Requirements**

To reserve an NMEC facility, the user must complete and send in the Reservation Request Form along with this signed Terms of Use. Once the reservation request has been approved, you will receive an email confirming the reservation. If there are any changes to be made, you will need to contact the NMEC office at (662)915-7763. A reservation is not confirmed until a confirmation email is received.

The user will be responsible for returning this facility to its original condition upon completion of the event. This includes removal of any props or equipment, restoration of any equipment supplied by NMEC, and ensuring all trash is placed in a trash receptacle. If the room is not returned to its original state, or is left in a condition of excessive damage or deep cleaning is necessary, additional fees will apply and be charged to the original form of payment, or invoiced to client if a check was used.

All reservation requests must include additional time before and after the actual event for any needed setup and breakdown. The NMEC office is responsible for allowing time in the reservation system for any requested setup and breakdown. Users will not be granted access to the space prior to the designated start time and must vacate the space at the designated end time. These times are absolute and the user is expected to abide by these requirements.

The following requirements must be adhered to:

- Food and drinks in these rooms will need to be discussed and approved.
- No open flames are permitted inside.
- The user will be responsible for any and all damages caused by the acts of the user, its employees, agents, patrons, guests and artists, whether accidental or otherwise.
- All federal, state, and local laws will be enforced and must be obeyed.

*I understand all the terms of use for NMEC rooms and the laws, rules and regulations associated with this facility. I hold myself responsible for any accidental/intentional incidents during the use of this facility. I will not hold The University of Mississippi or its employees responsible for any accidental/intentional incidents during the use of this facility. I understand that failure to comply with the conditions and requirements set forth in this document could result in denial of the request, cancellation of the event, denial of future requests, and/or additional fees.*

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User Signature

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Date

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NMEC Approval Signature

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Date

	<b>Classroom 1</b>	<b>Classroom 2</b>	<b>Board Room</b>	<b>Green Room</b>
Accommodations	30-40 Auditorium Style 30-36 Classroom Style 30-36 Group Style	50-70 Auditorium Style 54-60 Classroom Style 54-60 Group Style	8 at Conference Table 6 Additional Chairs against wall	N/A
Audio/Video	<ul style="list-style-type: none"> <li>- Podium</li> <li>-Retractable 6' x 10' Screen</li> <li>- Two 70" monitors</li> <li>- Projector</li> <li>- Elmo</li> <li>- Blu-Ray Player</li> <li>- Computer</li> <li>- HDMI/VGA connections</li> <li>- Audio speaker system</li> <li>- Three Camera Video Recorders</li> <li>- Table for Presenter</li> </ul>	<ul style="list-style-type: none"> <li>-Podium</li> <li>- Retractable Screen</li> <li>- Three 70" swivel monitors</li> <li>- SMART Podium Technology</li> <li>- Projector</li> <li>- Elmo</li> <li>- Blu-Ray Player</li> <li>- Computer</li> <li>- HDMI/VGA connections</li> <li>- Audio speaker system</li> <li>- Three Camera Video Recorders</li> <li>- Table for Presenter</li> </ul>	<ul style="list-style-type: none"> <li>- One 70" monitor</li> <li>- HDMI/VGA connections</li> </ul>	<ul style="list-style-type: none"> <li>- Audio microphones</li> <li>- Three Cameras/ Teleprompters</li> <li>Many Video Editing Capabilities</li> </ul>
Food	Acceptable	Acceptable	Acceptable	Not Acceptable
Room Charges	University Use - \$200 Non-University- \$300 Catering Clean-up Fee - \$35	University Use - \$250 Non-University - \$350 Catering Clean-up Fee- \$35	University Use - \$100 Non-University - \$150 Catering Clean-up Fee - \$35	Call for prices

**\*\* Fees are based on a full day of occupancy from 7:30am to 5:00pm.**

**\*\* All rooms have free wifi.**