



THE UNIVERSITY of  
**MISSISSIPPI**

JACKSON AVENUE CENTER  
OFFICE OF OUTREACH OPERATIONS  
DIVISION OF OUTREACH AND CONTINUING EDUCATION

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## Event Center Terms of Use Jackson Avenue Center Office, Room H02

### Event Center Accommodations

- Auditorium style – 425 people
- Classroom style – 325 people
- Banquet style – 300 people
- A/V capabilities: Four projectors and retractable screens
- Audio capabilities: microphones, wireless microphones, 32 concealed speakers

### Priority Usage

- Academic departments have first priority in using the Event Center room for academic reasons at no charge to the department.
- University Public Events, as directed by the Chancellor, has second priority in the use of the Event Center at no charge.

### All Other Faculty/Staff Usage

- All others are allowed to use the facility on a first-come, first-serve basis for reservations and will be charged per the schedule below. This includes any departments, organizations, or University staff events that work through University Public Events. If priority usage is needed during an already reserved event, the client will be contacted immediately by the Jackson Avenue Center Office of event cancellation and fee refunds, including deposit.
- The Provost reserves the right to require that events held in this facility be ticketed by the UM Box Office.

### Usage Fee Schedule

- Special Events (8:00 a.m. – 10:00 p.m.)
  - \$225.00 for UM departments and units
  - \$450.00 for external groups
    - External groups must be affiliated with a University employee and event must occur after hours or on weekends
  - \$100 charge for special set-up
  - Multiple day event rates are negotiable
- Student Organizations (8:00 a.m. – 5:00 p.m.)
  - No charge
  - \$225.00 for after hours and weekends
  - \$100.00 charge for special set-up
  - Multiple day event rates are negotiable
- For most events, the cost of set-up is included in usage fee. When it is determined by staff that the Physical Plant will need to handle set-up, cost will be charged to the user.
- A \$100 non-refundable administrative fee is required, except for student organizations. The fee will be applied toward the total cost of the reservation.
- If food will be served at event, a \$100 outside catering fee is required. The staff at the Event Center can assist with catering for a service charge of 18%.
- Cancellations
  - Cancel before 72 hours from the event, a refund of fees will be issued minus the \$100 non-refundable administrative fee.
  - Cancel within 72 hours from the event, no refund will be issued.
  - All cancellations must be submitted in writing to a staff member of the Jackson Avenue Center.
- \$40.00 Returned Check Fee

## Conditions and Requirements

To reserve the Event Center at the Jackson Avenue Center, the user must provide the Jackson Avenue Center office with the name, address and phone number of the user and a representative that can act on the user's behalf regarding the reservation at time of request. Reservation requests must be received in the Jackson Avenue Center office no later than seven business days prior to the date of use. In addition, all paperwork must be completed and submitted to the Jackson Avenue Center office in accordance with the deadlines set forth in this document. The Reservation Request Form must be complete, legible, and include setup needs. This form, along with this Terms of Use signed copy, must be submitted to the Jackson Avenue Center office no later than 4:00 p.m. the following business day of the reservation request. 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 Jackson Avenue Center office at 662-915-1287 or 662-915-1386. A reservation is not confirmed until a confirmation email is received.

University organizations must provide a University account number, or if unavailable, another form of payment, for the \$100 deposit for use after hours and on weekends no later than 4:00 p.m. on the following business day from the date of the reservation confirmation. Final payment is required by 4:00 p.m. two business days prior to the event. The only credit cards accepted are Visa and MasterCard.

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 the University, 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 cash/check was used.

All reservation requests must include additional time before and after the actual event for any needed setup and breakdown. The Jackson Avenue Center 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 this room will need to be discussed and approved by the Jackson Avenue Center office.
- No open flames are permitted inside the Jackson Avenue Center.
- 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.
- Student organizations that plan to have a social event must complete an Application for Event registration form through OrgSync.com, and it must be approved by the Dean of Students office and the University Police Department, before the event is allowed to occur.
- All federal, state, and local laws will be enforced and must be obeyed.
- All rules and regulations stated in the M Book must also be followed when using this University of Mississippi facility.
- Alcohol use in this facility must be in accordance with the University of Mississippi Alcohol Policy.

*I understand all the terms of use for the Jackson Avenue Center Event Center room 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.*

\_\_\_\_\_  
User Signature

\_\_\_\_\_  
Date

\_\_\_\_\_(Office Staff Initials)