

# CAMPUS EVENTS

## Reservation Form

*BCR, PIAZZA, JENNINGS COURTYARD, QUAD, ALUMNI GYM*

Name of Event: \_\_\_\_\_ Event Date: \_\_\_\_\_

Sponsoring Dept : \_\_\_\_\_ Contact/Ext: \_\_\_\_\_ Email: \_\_\_\_\_

There may be a charge for services of Physical Plant/Housekeeping for on-campus groups. Please indicate below the business office account number to which the services should be charged, if needed. This reservation will not be confirmed until all information is provided , including the account number. **Reservations should be made no less than two weeks prior to an event.** Additional Student Worker charges may apply.

Account No. \_\_\_\_\_  
Fund Organization Account Program

I have read the guidelines and agree to abide by all for use of campus facilities.

Signed: \_\_\_\_\_  
SPONSOR DATE

Location Requested: ☐ Anderson Hall (☐ East OR ☐ West) ☐ Meeting Room A ☐ Meeting Room B

☐ President's Dining Room B ☐ Board Meeting Room ☐ Quad ☐ Jennings Courtyard ☐ Piazza

☐ Alumni Gym Other: \_\_\_\_\_

Set Up/Tear Down Times: \_\_\_\_\_ *til*  
(This is to include time for doors to be unlocked and Air On)

Event Times: \_\_\_\_\_ *til*  
# of Guest Attending: \_\_\_\_\_

Set Up Details: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(Please use a diagram if needed)

**Audio Visual Equipment:** Projection \$75 per projector (\$150 for AH); Portable Sound System (\$24-48 Set up fee); Piano, Projection, Microphones all must be reserved and included as part of reservation. Please list on form and contact our Audio Visual Production Manager at 601.925.7603 or [audiovisual@mc.edu](mailto:audiovisual@mc.edu). \_\_\_\_\_

**Catering:** Does your event involve food? ☐ Yes\*\* ☐ No \*\*Please note that all arrangements for food service in B C Rogers Student Center **MUST** be made through Campus Dining, Inc. Contact Mike Prince at 601.925.7797 or email [prince00@mc.edu](mailto:prince00@mc.edu)

**Parking Requests:** For larger groups, please coordinate parking plan directly with Public Safety 601.925.3204 or email [security@mc.edu](mailto:security@mc.edu).

**Please return form:** Laura Ann Hoffman, Director of Event Services, Box 4077/601.925.7604 or email [Lhoffman@mc.edu](mailto:Lhoffman@mc.edu)

# General Guidelines for Events

- Campus Events must be sponsored by a department. A department event is considered as any event that is being attended by MC Faculty, Staff and Students. All other events are considered to be an “Off Campus” Event and subject to facility rental charges.
- The sponsor of an event is responsible for seeing that the function is conducted in an orderly manner, that each participant observes the rules and regulations of the College, and that the facility is put back in order after the event has ended. The sponsor of an event will be charged for any loss or damage to equipment, furniture, or the physical facility that exceeds the damage deposit.
- Anyone who uses a facility of the College without proper authorization is subject to immediate removal. Furniture, Partitioned walls and equipment may be moved only by the Physical Plant Staff.
- Mississippi College is affiliated with the Mississippi Baptist Convention and governed by a Board of Trustees selected by the Mississippi Baptist Convention and is operated within the Christian aims and ideals of Baptists. As a religiously controlled institution of higher education, Mississippi College reserves the right to limit use of its facilities for activities, groups and purposes consistent with its mission and values.
- No Alcoholic Beverages may be served and Smoking is not permitted on the campus or inside any building.
- No Food is allowed to be brought into BCR- Food must be ordered through Campus Dining.
- Noise should be kept at appropriate levels.
- Dancing is allowed in facilities by permission only.
- Candles are allowed by permission only and must be covered. Candles are not allowed in Jennings Courtyard or Provine Chapel.
- Groups using Mississippi College facilities for events must utilize the officially approved graphics standards and logos for event publicity, registration, etc. The standards are found at [www.mc.edu/identity](http://www.mc.edu/identity). Questions should be directed to the Office of Public Relations.

## Outdoor Venue Provisions

- Student Activity Events can begin at 9:00 pm on weeknight. Events scheduled in Jennings Courtyard can begin at 10:05 pm, due to night classes.
- Food may be brought in from outside vendors.
- Outdoor lighting is set on timers.
- Sprinkler system is set on timers.