

BRYANT HALL: POLICIES & TERMS OF USE



Accommodations provided in classrooms:

- Auditorium seating – Room 209
- Computer
- Multimedia Lectern
- Document Camera
- Ceiling Mounted Projector
- Projection Screen

Equipment that is not listed above is not provided – user must contact Classroom Technology for arrangements.

Bryant Hall Office Hours:

Monday - Friday 8:00 a.m. - 5:00 p.m. (office is located in room 100 off main floor lobby)

Saturdays & Sundays Closed

****building must be vacated by 8pm for all events****

Bryant Hall Reservations Contact:

Email: bryanthall@olemiss.edu

Bryant Hall Policies and Terms of Use:

A completed and signed *Bryant Hall Reservation and Policies Form* must be submitted, approved, and confirmed prior to any use or reservations of space in Bryant Hall. Bryant Hall classrooms, classroom auditorium, and the Farrington Gallery are available, upon request and approval procedures, for meetings, trainings, and receptions. Bryant Hall is available for use, free of charge, to University of Mississippi departments and registered student organizations. Student organizations will **not** be allowed to reserve Bryant Hall on the weekends; nor for dances, parties, recruitment, or initiation events.

The Provost reserves the right to require that events held in Bryant Hall be ticketed by the UM Box Office.

All University classes listed in the course catalog/schedule have priority over any department or organization event reservations in any Bryant Hall classrooms. The release of class schedules and locations will delay a classroom and/or auditorium reservation confirmation, if request is sent before a semester, term, and/or intersession course schedule has been released by the University. There is no exception to this policy.

All reservation requests must be submitted to bryanthall@olemiss.edu and these requests must be made in writing by completing, signing, and submitting the Bryant Hall Reservation and Policies Form. All reservation requests must be submitted with a **notice of at least 5 business days**. Requests submitted with less than 5 business days' notice may not be approved nor guaranteed in time for the event. We no longer accept reservations for events further than **2 months** in advance. Space requests will be reviewed in the order in which the completed reservation form was received. Student organizations are limited to a **maximum of 2 room reservations in a calendar month**, but there is **no guarantee** all requests will be approved.

All requests must include ample time before and after the actual event for any needed set up and take down. 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. Reserved events, meetings, etc. for student organizations may **not** be reserved between 8am–5pm.

Once a reservation request has been approved, the user requesting the reservation will receive an email confirming the reservation. If there are any mistakes or changes that need to be made, the User must submit in writing with the requested change/s within 2 business days of the reserved event date. Only one contact person per student organization should submit reservation requests.

The Classroom Technology Department is responsible for A/V equipment in each room. If you have any problems during your reservation, please contact (662) 915-2850. All equipment must remain in reserved room at all times. Users are advised not to tamper with nor remove any classroom technology equipment. Violators will have their reservation privileges revoked and will be charged for any repair, replacement, or damage costs.

Users must contact the Facilities Management Department for any support services needed for rooms by either calling (662) 915-7003 or by submitting a work order with User's department account. Examples of services which might require a work order include moving furniture, restroom cleaning, trash removal by Custodial Services, and/or set up of additional tables and/or chairs by Trucking Services. The department or organization will be responsible for the costs of any such services. **Trash with food and/or liquids must be removed immediately following the event. Users who do not follow this policy will not be allowed to reserve space in Bryant Hall for future events.**

NO food items or drinks are allowed in the building, unless requested and approved in advance. If approved, Users are responsible for cleanup and trash removal immediately following event. University Departments requesting to offer alcoholic beverages for events, must provide the name of the licensed catering service for approval.

Smoking, vaping, or the use of any nicotine products is strictly NOT allowed in any University building. Users, organizations, and departments are responsible for policing guests.

Users will be responsible for returning the space to its original condition upon completion of events, which includes removal of any props or equipment, **clean up**, and **removal of all trash** from the room/s and building. **Tables and chairs can only be moved with prior approval and returned to original setup. Users who do not follow this policy will not be allowed to reserve space in Bryant Hall for future events.** Furniture on the rug in the Farrington Gallery and all furniture in the main lobby should not be moved. No tape, tacks, pins, signs, etc. can be used on any of the Bryant Hall furnishings, tables, chairs, doors, walls, piano, railings, etc. Signage on easels is suggested.

If any of the projectors in classroom/s are used for events, the **projector MUST be turned off** immediately after use in order to extend the life of the projector bulb, which is expensive to replace. Failure to comply with this requirement will result in a mandatory deposit of \$50.00 for the organization's future reservations and use of classrooms. If there becomes an issue with repeated misuse, the violators will have their Bryant Hall building reservation privileges revoked.

Users should be respectful of classes in session, students studying in the building, and events being held in other rooms by keeping noise levels to a minimum. Close classroom doors for all events, especially if using A/V equipment or sound.

Users will be responsible for any and all damages, including repair or replacement costs, caused by the acts of the User, its employees, students, agents, patrons, guests, artists, etc. whether accidental or otherwise.

In the event that the university suspends campus activities or closes the campus, the space reservation will automatically be cancelled, however, the organization or department will have the opportunity to reschedule.

Fronting is prohibited. Fronting is when an individual or organization uses university space, facilities and services under the guise that the activity is a university-sponsored program. Violators will have their reservation privileges revoked.

All federal, state, and local laws will be enforced for all events, and law enforcement will be alerted for any violations. All rules and regulations stated in the University's *M Book* will be enforced when using Bryant Hall on the University of Mississippi campus, and any violations will be reported to appropriate University officials. Failure to comply with the *Policies/Terms of Use* during a reserved event will result in the department or organization losing access to Bryant Hall.

I understand the Policies and Terms of Use for Bryant Hall; and, the laws, rules, and regulations associated with this facility, the University of Mississippi, and the State of Mississippi. I hold myself, department and/or organization responsible for any accidental or intentional incidents that occur during the use of this facility. Providing inaccurate or incomplete information on the reservation form could result in denial of the reservation or cancellation of the event.

Signature of User/Contact person: _____ Date: _____

BRYANT HALL: SPACE RESERVATION REQUEST FORM

Fill out this reservation request form in its entirety **only after you have read, understood, and signed the policies** and terms of use portion on the previous pages. Signed and completed forms should be scanned or typed and sent via e-mail to **bryanthall@olemiss.edu**. You will receive an email confirmation when your event is approved or denied.

Contact Information:

Department or Organization Name: _____

Indicate (V) University affiliation:

___ University Department ___ Registered Student Organization ___ Alumni Organization

___ Greek Organization ___ Other: (list) _____

Contact Person/User: _____

Contact Phone Number: _____ Ole Miss E-mail: _____

Department/Organization Campus Building, Office, Address: _____

Event Information:

Name of Event: _____ Date Requested for Event: _____

Description of Event (specific details):

Time of Event: (Setup Begins) _____ (Breakdown Ends) _____ Estimated Attendance: _____

**Include time for both event setup and breakdown. You may not enter the room(s) or space before the time listed.*

*Room(s) and/or **space must be cleaned, returned to original setup**, etc., and vacated by the end time listed.*

Will food be provided? _____ Details (catered, boxed, etc.): _____

Food **MUST be approved before event. No food or drink is allowed in classrooms without prior approval and user is responsible for cleanup and disposal of trash immediately following event.*

Are you requesting use of sound and/or classroom technology equipment? _____ **must be requested/approved*

If yes, list equipment you are requesting to use: _____

Do you request use of music*? _____ Do you request use of the piano*? _____ **must be requested/approved*

Requested Location: _____

Bryant Hall Room Facilities: Maximum Capacity	
Room 111: 48	Room 200: 36
Farrington Gallery: 94 *	Room 207: 48
Conference Room: 15	Room 209: 94

**Farrington Gallery does not have A/V equipment or sound – user must request that with Classroom Tech.*