

KAHLMUS AUDITORIUM POLICIES AND PROCEDURES

Thank you for inquiring about rental of Kahlmus Auditorium. Following is basic rental information. Our experienced and professional conference staff is eager to work with you to make your event or meeting a success.

RENTAL RATE AND FEES

Base Rental Rate for Kahlmus Auditorium is \$450.

A non-refundable deposit of \$150 and a signed contract are required to secure the space. Deposit will be applied to event fees.

Set-up Fees are as follows:

- 1 – 99 Participants \$100
- 100 – 249 Participants \$150
- 250 – 399 Participants \$250
- 400+ Participants \$350

Prior Day Access Fee: \$225

Trash Removal Fee: \$50

Caterer/Organization is responsible for removing all trash items (i.e. boxes, garbage, food waste, etc.) from the facility. Trash may be placed in the dumpster at MSU-Meridian. A Trash Removal Fee of \$50 shall be assessed to the Organization/Individual for failure to remove trash from the facility and future use of the facility will be jeopardized.

Cancellation Option:

The group may cancel this contract without cause upon written notice at any time prior to the event and upon payment of a cancellation fee, plus applicable taxes as follows:

More than 90 but less than 180 days before the event, cancellation fee is equal to 40% of total fees.

More than 30 but less than 89 days before the event, cancellation fee is equal to 60% of total fees.

29 or less days before the event, cancellation fee is equal to 75% of total fees.

RESERVATION POLICIES

Rental of Kahlmus Auditorium does not include access to common areas of the MSU-Meridian College Park Campus. All activities and noise level must be contained within Kahlmus Auditorium so as not to disturb operations and classes housed within the building.

Kahlmus Auditorium may not be rented for social events such as wedding receptions, class reunions, birthday parties, and other events determined to be strictly social in nature.

Kahlmus Auditorium may be booked no more than 12 months in advance unless approved by the MSU-Meridian Administrative Director and Head of Campus.

Reservations are only confirmed by receipt of a signed contract and a non-refundable deposit in the amount of \$150. A “Tentative” space reservation for your event is entered upon a REQUEST FOR CONTRACT for the space.

The contract will designate a deadline (usually two weeks) for return of the signed contract and a non-refundable deposit. Failure to return the signed contract and deposit by the specified date will result in the tentative space reservation being cancelled.

Final payment of rental and set-up fees is due and payable 24 hours prior to the event. Payment of all additional charges determined by MSU Meridian to be due, is due and payable within 10 days of the date of issuance of the invoice.

HOURS OF OPERATION

The standard hours of operation for MSU Meridian during the academic terms are as follows: Monday – Friday, 8 a.m. to 9:30 p.m.; Saturday, 8 a.m. to 4 p.m.; Sunday, closed. Event hours cannot be scheduled prior to or after standard hours of operation unless approved by the MSU Meridian Administrative Director and Head of Campus. Any event (including set-up or clean-up) extending beyond standard hours of operation shall be assessed an extended hours fee of \$100 per hour or any part thereof. Between semesters and during the summer, hours of operation vary and should be discussed prior to reserving the facility.

INCLUDED SERVICES

The following amenities are included in the rental fees. Included services are:

- All tables, chairs, staging and lectern
- In-house audiovisual equipment adequate for public address and presentation as listed below
- On-site, professional IT consultation between the hours of 8:00 a.m. – 5:00 p.m. M-F, for events with A/V usage
- House lighting, heating and air-conditioning
- MSU Police presence during standard hours of operation
- General housekeeping of public areas (restrooms, trashcans, etc.)

ROOM SET-UP

A diagram or plan for room set-up should be provided to MSU-Meridian no less than ten (10) days in advance of the event and is subject to approval. Changes to the diagram within 48 hours of the event may be subject to additional charges. Accommodations cannot be guaranteed within 48 hours.

AUDIO/VISUAL REVIEW

Audio/visual requests, including the time technology support consultation is requested, should be provided to MSU-Meridian no less than ten (10) days in advance of the event for availability. Accommodations cannot be guaranteed within 48 hours.

Devices running Windows 10 or macOS 10.15 – Catalina or newer operating systems are recommended to ensure connectivity to Guest Wifi. Minimum recommended device specifications for Wifi connectivity may be found here: <https://servicedesk.msstate.edu/TDClient/45/Portal/KB/ArticleDet?ID=1194>

AVAILABLE AUDIOVISUAL EQUIPMENT

Use of the audiovisual equipment in Kahlmus Auditorium requires that presenter/renter meet with IT Specialists between the hours of 8:00 a.m. – 5:00 p.m. CST M-F, for a tutorial on use of the equipment. Presenter/Renter is responsible for operation of audiovisual equipment. The following audiovisual equipment is available for use by presenter/renter in Kahlmus Auditorium.

- Two projectors with screens: one projector above/behind stage and one in rear of auditorium. Rear projector will only display in standard 4:3 and will not display in widescreen 16:9.
- Desktop computer with wireless keyboard and mouse, located in Control Room in rear of auditorium
 - Windows 10 operating system
 - Office 2019 suite of products
 - Internet access
- Laptop computer, subject to availability
 - Windows 10 operating system
 - Office 2019 suite of products
 - Internet access
- Logitech R800 Professional Presenter, subject to availability
- HDMI connection to installed projectors
- 1 Wireless handheld microphone
- 1 Wireless lavalier microphone
- Podium with microphone

MSU-MERIDIAN TECHNOLOGY POLICIES AND PROCEDURES

1. **By MSU policy, MSU Information Systems Specialists service only MSU inventoried equipment.**
2. Presenters/renters must contact Meridian-ITS@meridian.msstate.edu to confirm specific audiovisual equipment needs and schedule IT consultations no less than ten (10) days in advance of the event.
3. Accommodations requested within 48 hours of event are subject to technician and equipment availability and cannot be guaranteed.
4. Technology staff is not allowed to assist with or be held responsible for personal audiovisual equipment and technology issues that result from use of personal equipment.
5. Presenter/renter is responsible for providing any needed audiovisual equipment not listed as “Available Audiovisual Equipment” including all other adapters/cables for personal laptops.
6. Laptop connectivity must be requested by presenter/renter bringing personal laptop.
7. **Devices running Windows 10 or macOS 10.15 – Catalina or newer operating systems are recommended to ensure connectivity to Guest Wifi. Minimum recommended device specifications for Wifi connectivity may be found here: <https://servicedesk.msstate.edu/TDClient/45/Portal/KB/ArticleDet?ID=1194>**
8. IT Specialists will be available to assist with setup between the hours of 8:00 a.m. – 5:00 p.m. CST M-F. Date and time IT assistance is needed to assist with setup must be specified on the Facilities Request form. IT Specialists will wait for late arrivals no more than 15 minutes.
9. Presenter/Renter is responsible for operating audiovisual equipment during event.
10. Use of laptop computer is recommended for presentations requiring more manipulation than just slide advancement.
11. Presenters using MSU-Meridian PC or laptop are responsible for bringing their presentations on a USB drive.
12. MSU-Meridian does not guarantee that all presenter-supplied laptops will be compatible with our projectors.

13. Presentations should be proofed and tested prior to arrival as IT Specialists may not make corrections or changes to presentations.
14. Timing, slide advancement, URL links, videos, and DVDs should all be tested prior to event to ensure they are in working order.

VIDEO-CONFERENCING

Video-conferencing equipment and software is NOT AVAILABLE in Kahlmus Auditorium. Presenter/Renter conferencing through a personal laptop via Zoom, Webex, Skype, or other programs are responsible of establishing connections and operating software.

FOOD AND BEVERAGE

For your protection, we recommend that all food and beverage service be provided by a caterer or food service provider with proper Mississippi Department of Health Food Service Inspection Certificate, ServSafe training and food service liability coverage.

Consumption or possession of alcohol is strictly prohibited.

MSU Meridian does not provide linens for Kahlmus Auditorium.

MOVE-IN AND MOVE-OUT (DECORATING AND CATERING)

Move-In

The contracted event space will be available for set-up the day of the event at 7:30 a.m. If a contracted event space is unoccupied, the space may be made available for set-up between the hours of 12 – 4:30 p.m. the day prior to the event. Prior Day Access Fee is \$225.

If access is needed outside of operating hours, a fee of \$100 per hour will be applied. The building must be vacated by 10 p.m.

Caterers and other food service providers will have access to the kitchen and coolers at 7:30 a.m. the day of the event. If the kitchen and coolers are not in use by another food service provider for another event, access will be available to the kitchen and coolers 12 – 4 p.m. the day prior to the event with a Prior Day Access Fee of \$225.

Move-Out

All decorations, catering supplies and food must be removed from the building within two (2) hours of the completion of the event. If outside of MSU-Meridian hours of operation, additional fees may apply. If additional time is needed, and the space is unoccupied, the space will be accessible on the next business day and a fee of \$100 per hour will be assessed.

MSU-Meridian is not responsible for lost or stolen items. Group or vendor assumes all risk for items left in the building overnight.

BUILDING FURNITURE

The MSU-Meridian property (i.e. podium, furniture, artwork, decorative plants, etc.) shall not be moved or relocated by renter, caterer or other service contractor. Relocation of any item(s) must be approved by the Facilities Manager and moved only by MSU Meridian Facilities Staff.

BALLOONS & OTHER DECORATIONS MATERIALS

Helium Balloons

Helium balloons may not be used.

Decorative Materials

All decorative materials displayed or installed must be flame retardant in accordance with the Public Safety and Fire Regulations. Proof of satisfactory flame-retardant treatment (certificate) is required and must be maintained within the specific exhibit area for inspection. MSU Meridian does not allow anything to be taped, nailed, tacked, or otherwise affixed to ceilings, painted surfaces, doors, glass, fire sprinklers, columns, fabric or decorative walls. Items such as glitter, confetti, rice, birdseed, sand, dirt, burlap, moss and mulch are **NOT** permitted on any carpeted areas.

NOTE: Cleaning and/or removal of décor items such as confetti, streamers, balloons, etc. will incur additional charges.

DAMAGES

The Group will be responsible for all damages to the facility by its attendees and outside service providers. The Group shall be assessed a damage fee for any repairs or excessive cleaning resulting from the event. It shall be the responsibility of the Caterer/Organization to remove all trash items (i.e. boxes, garbage, food waste, etc.) from the facility. Trash may be placed in the dumpster at MSU-Meridian. A Trash Removal Fee of \$50 shall be assessed to the Organization/Individual for failure to remove trash from the facility and future use of the facility will be jeopardized.

PARKING

The Group, employees, vendors, guests and patrons will be subject to all MSU-Meridian traffic and parking regulations. Visitor parking must be utilized for all Group parking needs. A Loading Zone is available for short-term parking during loading and unloading only.

ALCOHOL AND FIREARMS

Alcohol and firearms are strictly prohibited.

It shall be the responsibility of the client to communicate this information with outside service providers, INCLUDING CATERERS AND FOOD SERVICE PROVIDERS, to ensure the scope of services to be provided can be accommodated within terms of these policies and procedures.

Client understands and agrees to the above terms:

Signature: _____

Print Name: _____

Title: _____

Date: _____