

## Facilities Usage Policies

1. The College of Veterinary Medicine (CVM) facilities are available for the following types of events.

**MSU Events-** Events sponsored by a registered student organization (RSO) or MSU Department. Reservations for these groups may be requested by officers of the RSO and MSU faculty/staff.

**NON-MSU Related Events-** Events sponsored by non-MSU organizations. The College of Veterinary Medicine reserves the right to preview plans for each of these events before a reservation can be made. All non-MSU users pay a rental fee.

2. Use of facilities must be reserved by **CVM groups with Jenny Burns at 325-1078 or NONCVM groups with Cindy Ratcliff at 325-1131. All reservation requests for classrooms other than Tait Butler must be submitted to Jenny Burns at 325-1078.** A \$40.00 deposit is required to reserve CVM facilities. Special set-up arrangements need to be made through Event Services 325-3228. A University account number or payment for applicable charges is due prior to the event. The facility rental fees vary and will depend of the type, time and duration of the event.
3. RSO must submit a student organization form signed by the Dean of Students prior to the event.
4. The sponsoring organization is responsible for any damage to facilities and equipment that occurs during their event.
5. Decorations, displays, or exhibits which require flame or water **may not be used.** The use of nails, tape, glitter, glue, thumbtacks, or adhesive on walls, ceiling, doors, door frames, draperies, light fixtures and columns is strictly prohibited. Special arrangements for decorating and posting must be approved in advance by CVM.
6. Because of the high demand for CVM facilities, we require at least a 24 hour cancelation notice. If the reservation is not canceled at least 24 hours prior to the event, a \$25.00 cancelation fee will be charged. **Groups not canceling reservations involving equipment charges/and or special labor 24 hours prior to the event will be responsible for ALL event charges.**
7. Food is allowed in some rooms (check with CVM contact for availability) provided the rooms are left clean and trash-free. CVM must approve food in the rooms when the reservation is made. **No food is allowed in the auditorium.**
8. Custodial charges will apply if the event takes place Friday after 5:00 p.m., anytime during the weekend, or anytime if the event involves 100 or more participants.
9. Technical charges will apply if the event takes place after 5:00 p.m., anytime during the weekend, or requires technical assistance from the CVM IT Dept.

10. Large events scheduled during a regular business day will require coordination with MSU Parking and/or Police Dept. for traffic control and security.
11. No tobacco use or alcoholic beverages are allowed.
12. Users of facilities or grounds must abide by University regulations and federal, state, and local laws. Failure to do so may result in the cancelation of future reservations and/or restriction of use of CVM's facilities.
13. Users of CVM facilities will incur a \$20/hour (2 hour minimum) charge in addition to other applicable charges for events where they are
  - a. 25 or more participants AND food is served

OR

  - b. for groups of 100 or more.

