Jackson State University’s Department of Events

Policies and Procedures
External Organizations/Individuals
Using Campus Facilities

Revised June 2015
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Introduction

The main campus of Jackson State is situated in west Jackson, about a quarter of a mile from the central business and downtown area of Jackson, as well as the main municipal, county, state, and federal government offices. Jackson State University also has five satellite campuses: the Mississippi e-Center located on Raymond Road; the Jackson Medical Mall on Woodrow Wilson; the Universities Center located on Ridgewood Road, Madison campus, the MS Veterans Memorial Stadium, and the Downtown campus at 101 W. Capitol (July 2015).

Jackson State University offers affordable and competitive rates for event rentals. The State of Mississippi restricts the donation of state assets. Only the President or an Executive Cabinet member (as the President’s proxy) can approve a full discount for any University facilities, equipment, or labor costs.

Facilities at Jackson State University are available primarily for students, faculty and staff events consistent with the mission and goals of the University. However, the University recognizes the need for external organizations and individuals to use campus facilities for a variety of events. Therefore, the university has established the following guidelines and policies for external organizations and individuals using facilities on the campus of Jackson State University.

A. The Department of Events

JSU - Department of Events is the first contact to book an event using University facilities. The Department of Events is responsible for the overall management of all campus events and logistics.

An “event” is defined as any gathering within a campus facility that is not an academic course offering or interdepartmental meeting held within a department’s own conference room during normal campus work hours.

B. Pre-Approval

A proposed event is not approved until a written confirmation is produced by the Department of Events. Jackson State University prohibits the facility usage or advertisement of an event prior to approval.
All events must be entered into the event management system (EMS) for proper tracking and approval by either the Department of Events or the respective facility manager. The following JSU satellite campuses: the e-Center, the Stadium (see Appendix B), the Medical Mall, and Universities Center have additional contractual agreements that must be signed, as well. The Department of Events will provide the appropriate contact information for the appropriate facilities.

Any event that is held in a university facility without proper approval will be shut down by the Department of Public Safety. Any questions regarding the policies and procedures for booking of events should be directed to the Event Director, Carol Woodson, at (601) 979-1031 or (601) 979-7141.

**General Guidelines for Using Campus Facilities**

1. Campus facilities are primarily for the events and activities sponsored by student organizations and university departments. Therefore, those entities receive first priority in reserving campus facilities. When campus facilities are available, external organizations and individuals will be permitted to rent those spaces.

2. The university reserves the right to deny permission for facility usage and to cancel or move an event in the case of an emergency, inclement weather, or act of God.

3. Only events and activities that have been scheduled through the campus scheduling software (EMS) are recognized as being properly booked and have the right to use a campus facility.

4. All external events and activities should be reserved at least 30 days prior to the planned date of the event. Full payment is due 14 days before the event occurs. Lack of payment will result in cancellation.

5. Sponsoring organizations and individuals are responsible for the behavior and actions of those attending their events and activities. Thus, if excessive cleaning or damages occur to equipment and/or the facility, the sponsoring organization/individual is responsible for all charges associated with cleaning and/or repairing the equipment and/or facility.

6. The university reserves the right to end an event if fire code is being broken or conditions in the facility pose a threat to those in attendance.

7. Any attempt by a student organization, university department, or university employee to co-sponsor an event/activity with an external group for the
exclusive purpose of obtaining the facility or services for free or at a discounted rate shall result in the cancellation of the event and the organization being suspended from using university facilities.

**How to Reserve Campus Facilities**

There are two ways for an individual and/or external organization to reserve a campus facility.

1. The order and protocol for hosting and staging events sponsored by external customers on the campus of Jackson State University shall commence with a meeting between the Department of Events staff member and the customer desiring to host an event on campus. The Department of Events staff member will ascertain the needs of the external customer and assist with the selection of a campus venue most suitable for the desired event. Upon final selection of the venue, the events coordinator shall determine the availability of the venue on the desired date and time thru a review of the Event Management System (EMS) and the Facility Manager of the selected venue.

2. If you or your organization knows the exact location, date, and time you would like your event/activity to occur, you can go to the university’s on-line reservation system and request the facility. The link to the system is below. You will receive a response within two (2) business days from a staff member in the Department of Events.

**Accessibility/Disability Services**

Jackson State University is committed to providing reasonable accommodations and services to all individuals attending events and activities occurring on the campus. If you have individuals attending your program or event who need such services, contact The Department of Disability Services at 601-979-3704.

**Alcohol**
Jackson State University is committed to complying with all federal, state, and local laws concerning alcohol. In general, the university’s alcohol policy governs the consumption and use of alcohol on campus.

Some of the general requirements for the consumption of alcohol on campus are:

1. Alcohol may be served in designated areas for special events with the approval of Jackson State University’s President. All documented designations and/or approvals will be kept on file in the Office of the President and recorded in the Department of Events.
2. The Request to Serve Alcohol form must be submitted for approval at the time of application.
3. Alcohol may not be served unless non-alcoholic beverages (in addition to water) and food also are served. Food and non-alcoholic beverages must be available without cost if alcohol can be consumed at no cost.
4. When events last two hours or more, service of alcoholic beverages must stop one-half hour before the close of event.
5. It is the responsibility of those in charge of an event, including any independent contractor or caterer, to assure that no one who is underage is served any alcoholic beverages, and to bear the expense to ensure compliance of this policy. Any server must act in accordance with all pertinent laws, regulations, and policies regarding the serving of alcohol including the requirement that clear evidence of legal age be presented. Where there is any question as to whether a person is of legal age, no service will be provided. Any person serving alcohol must be at least 21 years of age. JSU will not be liable for any act or omission of any independent contractor or caterer.
6. Alcohol may not be consumed or carried in open containers in the common or public areas (as defined by law or JSU Policies) or any building or grounds, except as provided for below:
   a. In specifically designated individual lodging rooms or apartments owned by JSU, or other private areas, but only after such location has been designated as a permissible location where alcohol may be present, and a record of that designation is on file in the Department of Events; or
   b. For group activities or events where liquor license or permit (if required) has been obtained and the building proctor or scheduling officer has
approved the event. All events where alcohol may be present require the prior consent of JSU’s President.

**Animals**

Only service animals are allowed in campus facilities.

**Cancellation of Events**

If you or your organization needs to cancel an event, please inform the Department of Events in writing as soon as possible. Events and activities canceled less than 14 days prior to event will be charged 20% of the facility rental charge.

**Catering**

Jackson State University has an exclusive contract with an external vendor to provide all the catering needs for those using campus facilities. The contract grants the vendor the exclusive right to provide all food service on Jackson State University’s campus. If the vendor can NOT provide service to an event because it is unavailable due to scheduling conflicts or unable to provide the requested menu, the vendor can give an individual or organization permission to use another caterer.

**Damage Fee**

Jackson State University reserves the right to charge any external organization or individual for damages occurred to any campus facility or equipment. This includes damages caused by members of the sponsoring organizations, individuals attending the event/activity (audience member), or guests of those associated with the sponsoring organizations or audience members.

**Decorations**

Jackson State University recognizes the need for organizations and individuals to decorate campus facilities for events and activities. The university requires all external organizations/individuals to submit to the Department of Events its decorating plans at least thirty (30) days prior to the event for approval. When developing your decoration plan, the following must be adhered to in all campus facilities:

1. No painting or spray-painting in the facility or on campus grounds at any time.
2. Do NOT nail anything into wall or floors.
3. Glitter and confetti are prohibited in all campus facilities.
4. Blinds and curtains can NOT be removed.
5. Fire Exit Signs cannot be covered under any circumstance
6. Exit and Entrance doors can NOT be blocked under any circumstance
7. All cords and cables must be tapped down.
8. Any tape being used must be approved by the Department of Events. Duck and some scotch tapes are NOT permitted for use at any time.
9. Open flame candles are strictly prohibited in all campus facilities. Lighted candles must be in an enclosed container.

**Deposit**

In order to reserve a campus facility, the sponsoring organization or individual must pay a non-refundable deposit of 50% of the total facility rental charge within five (5) business days of receiving the event confirmation. The balance must be paid thirty (30) days prior to the event.

**Facilities Use Agreement**

A Use of Facilities Agreement is required for all external/off-Campus groups, individuals, and organizations sponsoring events on the campus. The agreement includes the provisions for liability insurance and conditions that govern overall use of the reserved facility (see Appendix A).

**Fronting/Co-sponsorship**

Fronting is the practice of having a student organization or university department to co-sponsor an event for the sole purpose of securing a campus facility or service for free or a discounted rate. Such a practice in any form is strictly prohibited. Student organizations or university departments who participate in this practice will lose the right and privilege to schedule campus facilities. External customers and organizations
that violate this policy will be prohibited from using campus facilities and service for at least one-year.

**Inclement Weather**

In the event of inclement weather, acts of God, and emergency conditions, the university reserves the right to cancel all events and activities being held on campus. The sponsoring organization will not incur charges for facility rental, equipment rental, or labor (custodial, public safety, audio/visual technician, etc.). The university will work with the organization or individual to reschedule their event.

In cases of emergency conditions where a facility incurs damage or has to be closed because of maintenance or renovations after an event/activity has been booked, Jackson State will make a concerted effort to find a suitable venue at other campus locations for the event to occur at no additional expense to the customer. Should these efforts prove fruitless or not satisfactory to the external customer, Jackson State will provide a full refund for expenses paid for facility rental, equipment charges, and labor.

**Liability Insurance**

Special event insurance coverage is necessary when the University rents or loans its facilities to private individuals, groups, or organizations for meetings, weddings, conventions, seminars, banquets, receptions, concerts, dances, shows, pageants, etc. Each off campus organization or individual utilizing University space must assume the associated risk exposure for their particular event. Off-campus applicants for use of university facilities must comply with the following guidelines:

- External organizations and individuals are required to provide a minimum of $1 million general liability insurance. (Some organizations will require higher limits, depending on the nature of the event).
- A certificate of insurance must be submitted with the “Application for Use of University Facilities” before it can be processed.
- The certificate must name Jackson State University, 1400 JR Lynch Street, Jackson, MS 39217; and Mississippi Institutions of Higher Learning, 3825 Ridgewood Road, Jackson, MS 39211-6453, as additional insurers.
- The certificate must be received no later than fourteen (14) days prior to the event.
Parking

Depending on the facility being used, time and day of the event, and the number of individuals attending the event, parking near the facility where the event is occurring can be challenging. The Department of Events staff and the Department of Public Safety will work closely with sponsors of all external events to identify parking options.

Payments

The final payment associated with an event must be made at least thirty (30) days prior to date of the event. Payment must be made by check, money order or credit/debit card. Checks and money orders should be made payable to Jackson State University. All payments should be taken to Department of Events; Administration Tower 8th floor in order to ensure proper crediting of your payment.

Publicizing Events

Once the event has been approved by the proper university personnel, it will be posted to the university’s master on-line calendar, unless the sponsoring organization indicates the event/activity should NOT be publicized. The sponsoring organization should NOT publicize or promote any event until: 1). a copy of the certificate of liability insurance has been submitted to the Department of Events, 2). a Use of Facilities Agreement has been signed and required deposit has been received, 3). and the sponsoring organization has received an invoice and final confirmation for the event/activity.

If an external organization or individual needs assistance promoting or marketing an event/activity, the Department of Events will work with the organization/individuals to develop a marketing and promotion plan.

Rates of Campus Facilities, Equipment, & Labor

The rates of campus facilities, equipment, and labor are included in Appendix C.

Rental of Equipment from External Vendors
Routinely customers may require equipment and props that Jackson State University can NOT provide. It is the customer’s responsibility to make their own arrangements to secure this equipment. The Department of Events staff, along with other Jackson State University personnel, will provide assistance in identifying potential vendors and making suggestions about the appropriate equipment to use. All payments for rental equipment from external vendors shall be the sole responsibility of the customer or organization securing the equipment.

**Rental of University Equipment**

Jackson State University will make a concerted effort to provide the equipment needed for an event. The rental costs associated with this equipment will be provided to the customer and itemized on the invoice.

**Rehearsals**

Jackson State University will make campus facilities available for a rehearsal to organizations and individuals who have provided proof of liability insurance, signed facility use agreement, and have paid all fees associated with their event. Rehearsal time will be for 6 hours at no cost to the customer. The six hour rehearsal time must be for consecutive hours on the same day, provided that the space is available. If additional time and dates are needed, the organization or individual can secure the space for 25% of the facility rate.

**Sale of Merchandise**

The sale of merchandise, souvenirs, or goods of any kind (including program books) is subject to the approval of the Department of Events.

**Security**

The safety and security of all individuals who visit and attend the campus of Jackson State University is a top priority of the university. The Department of Public Safety is solely responsible for determining if security is needed at an event/activity and the number of officers assigned to the event/activity. The decision to require security at an event is determined by, but not limited to, the following:

1. The number of individuals in attendance
2. Any activity where admission is charged or a registration fee is collected on site
3. Alcohol is being served at an event
4. Events where there is a history of disturbances, crowd control issues, or large number of individuals who are not university students
5. Events/activities where the speaker or topic of discussion may create a disturbances by those in attendance or individuals wanting to protest and/or demonstrate against those speaking or in attendance

The sponsoring organization is responsible for paying all fees associated with having a university officer at an event.

**Smoking**

Smoking is prohibited in all campus facilities.

**Ticket Sales**

All external organizations desiring to sale tickets on campus may use the one of the booths in the Student Center for a charge of $150 per day. The space must be reserved through the Department of Events. For events occurring in the Rose E. McCoy Auditorium, the ticket booth can be used one hour prior to the show beginning.

**University Holidays**

When the university is closed, generally no activities and events are permitted to occur in campus facilities. However, if events and activities occurring during university holidays or when the university is typically closed are permitted to occur in a campus facility, the sponsoring organization/individual will incur an additional cost for holiday use of facility.
Appendix A

FACILITIES USE AGREEMENT

This Agreement is entered into as of ____________ (the “Effective Date”), between JACKSON STATE UNIVERSITY (“University”) and ___________ (“Licensee”) for the use by Licensee of certain space or facilities owned by University.

I. Facilities and Use. Subject to the terms of this Agreement, University grants to Licensee the right to use the following facilities: ___________ (“Facilities”), for the express and limited purpose of hosting their ___________ with said being approved by the University (“Event”). Licensee may use the Facilities on the following dates and between the following hours:

II. Term. The term of this Agreement will begin on the Effective date _______ at which time Licensee’s right to use the Facilities under this Agreement will automatically expire. This Agreement may be terminated earlier by either party upon ten (10) days prior written notice to the other party.

III. Fee. The normal license fee will not be waived; however, Licensee shall pay costs of the rental of the facility, facilities maintenance personnel and event items. In order to reserve a campus facility, a non-refundable deposit of ___________ (50% of the total facility rental charge) must be paid within five (5) business days of receiving this contract. The facility rental and remaining invoiced balance shall be paid no later than __________ (30) days prior to the event.

IV. Proper Use. Licensee agrees to comply with all applicable state, federal, or city laws and regulations, and with the policies and regulations of University pertaining to the use and occupancy of the Facilities, as set out in the attached Conditions of Facilities Use.

V. Liability and Indemnification.

A. Licensee agrees to assume all risk of damage to and loss or theft of Licensee’s property while at University, damage to the Facilities, and injury and death to persons related to Licensee’s use or occupancy of the facilities from any cause. It is expressly agreed that University will
determine whether any such damage has been done, the amount of damage, and the reasonable cost of repairing same, and whether it is one which, under the terms of this Agreement, Licensee is to be held responsible. The decision of University through its duly appointed agent will be final.

B. Licensee hereby assumes full responsibility for the character, acts and conduct of all persons admitted to the Facilities or to any portion of said Facilities by the consent of Licensee, or by or with the consent of Licensee's employees, or any person acting for or on behalf of Licensee; and Licensee agrees at its expense to have on hand at all times sufficient police force to maintain order and protect the persons and property, the sufficiency of and type of police force to meet the approval of the duly appointed agent of University.

C. Indemnification. Licensee will INDEMNIFY, DEFEND, AND HOLD HARMLESS University, its Board of Trustees, officers, employees, agents, representatives, and volunteers from and against all liability, claims, demands, or on account of injury, loss, damage, or expense, including defense costs, court costs, and attorneys fees which arise out of or are in any manner connected with this Agreement, including but not limited to Licensee's use of the Facilities, if such injury, loss, damage, or expense is caused or is claimed to be caused in whole or in par by the act, omission, error, mistake, negligence, or willful act of Licensee or its agents, subcontractors, employees, or invitees.

D. The obligations of the immediately forgoing paragraph will not extend to any injury, loss, damage, or expense that is caused solely by the act, omission, or other fault of University, its Board of Trustees, officers, employees, agents, representatives, or volunteers.

VI. Insurance. Licensee agrees to obtain and maintain during the term of this Agreement insurance issued by a company authorized to provide insurance in Mississippi, in the following kinds and amounts:

A. Standard worker's compensation and employer liability, including occupational disease, covering all employees working at the Facilities.
B. Licensee agrees to maintain in effect during the term hereof, insurance for bodily injury and property damage as listed below:

Commercial General Liability with:

$1,000,000 per occurrence
$1,000,000 personal/advertising injury
$2,000,000 general aggregate
$2,000,000 products/completed operations aggregate
$100,000 fire damage
$5,000 medical payment

Commercial Automobile: $1,000,000 Combined Single Limit Liability including hired and non-owned.

University will be included as an additional insured on all policies other than worker's compensation, and the policies will include a waiver of subrogation in favor of University. Licensee will provide written evidence that such policies are current and in effect no later than 10 days prior to Licensee's use of the Facilities.

VIII. Miscellaneous.

A. Assignment and Subletting. Licensee does not have the right to assign this Agreement to allow any other person or entity to use or occupy the Facilities without prior written consent granted or withheld at University's sole discretion.

B. Abandoned Property. Unless special arrangements have been made between University and Licensee, any property left in or on the premises by Licensee will, ten (10) days after the event, be deemed abandoned and become property of University to be disposed of or utilized at University's discretion.
C. Default and Remedies. If Licensee fails to pay any fee or other sum required to be paid by Licensee when due, or otherwise fails to comply with or observe any portion of this Agreement, University may immediately terminate this Agreement and all rights of Licensee, in addition to any other remedy under law or in equity.

D. Governing Law and Venue. The laws of Mississippi will govern this Agreement, and Hinds County, Mississippi, will be the venue for any suit arising out of this Agreement.

E. Acts of God. If the Facilities covered by this Agreement, or any building of which such Facilities are a part, be destroyed, rendered uninhabitable, or damaged by fire or any other cause, or if any other casualty or unforeseen occurrence or other causes herein specified will render the fulfillment of this Agreement by University impossible, then the term of this Agreement will end and Licensee will be liable to pay only the portion of the total charges attributable to the period prior to such termination. Licensee hereby waives and releases any claim for damages or compensation on account of such termination.

F. Severability Clause. Should any part of this Agreement be rendered or declared invalid by a court of competent jurisdiction of the State of Mississippi, such invalidation of such part or portion of this Agreement will not invalidate the remaining portions, and they will remain in full force and effect.

G. Merger Clause. This Agreement constitutes the entire agreement and understanding of the parties with respect to its subject matter. No prior or contemporaneous agreement or understanding will be effective.

IX. Conditions of Facilities Use

In using the Facilities described herein, Licensee further agrees to abide by the following conditions and terms:
[Strike through and initial any conditions that do not apply]:

1. **Maintenance.** Licensee agrees to take good care of the Facilities and to maintain the space in as good order and condition as it was prior to Licensee’s use.

2. **Concessions.** Licensee agrees that University will retain all and every concession right for sale of any refreshments or merchandise whatsoever sold within the Facilities and remaining campus premises, and Licensee further agrees that all profits accruing from such sales will be retained by University. It is specifically agreed that Licensee will not offer for sale, or allow any other person to offer for sale any item of any nature without first securing written permission from University.

3. **Right to Enter.** University, through its duly appointed agents, security officers, through policemen, firemen, and other designated representatives, will have the right at any time to enter any portion of the Facilities for any purpose whatsoever, and the entire Facilities and/or building, including the premises expressly covered by this Agreement, will at all times be under the charge and control of the duly appointed agents of University. The keys to the premises will remain in the possession of University or its duly authorized agent, but during the period covered by this Agreement, the entrances and exits of the premises will be locked or unlocked under the direction of Licensee, so far as reasonable, in accordance with the terms of this Agreement.

4. **Dangerous Materials.** Licensee will not bring or permit anyone to bring into the Facilities or onto said premises anything that may increase the fire hazard including but not limited to candles, gasoline, oil flashlights, or fireworks. Licensee will not bring or permit any person to bring into the Facilities or premises any engine, motor or other machinery without written consent of University. Likewise, with the exception of animals that assist the disabled, Licensee will not bring or permit any person to bring into the Facilities or premises any animal.

5. **Conduct of Persons Admitted by Licensee.** Licensee hereby assumes full responsibility for the character, acts and conduct of all persons admitted to the Facilities, or to any portion of University’s property by the consent of Licensee, or by or with the consent of Licensee’s employees, or any person acting for or on behalf of Licensee; and Licensee agrees at its expense to have on hand at all times sufficient police force to maintain order and protect the persons and property, the sufficiency of and type of police force to meet the approval of the duly appointed agent of University.
6. **Ingress and Egress.** Neither the halls or ramps of any building or premises, including but not limited to the Facilities, nor the sidewalks, entrances or lobby will be obstructed by Licensee, nor used for any other purposes than ingress or egress, and will not permit any chairs or movable seats to be or remain in the passageways, and will keep such passageways clear at all times.

7. **Signage, Furnishings and Equipment.** Licensee will not cause or permit any nails or other things to be driven or screwed into any portion of the Facilities, nor tacked, taped, or otherwise physically attached to any of the furnishings or fixtures of said structure. Nor will Licensee cause or permit any signs to be affixed either to the exterior thereof, nor cause or permit any changes, alterations, or repairs, painting or staining on any part of the Facilities or the furnishings or equipment, nor do, nor permit to be done anything which will damage or change the finish or appearance of any building, structure or furnishings. Approved materials may be attached by means of cords, ropes, or ribbons or other means which will not mar, deface or damage the Facilities and its furnishings, provided that the consent of the duly appointed agent of University first be obtained. No rearranging, addition to, or taking away from any physical feature of the Facilities will be allowed without advance written consent from the duly appointed agent of University.

8. **Advertisement.** Licensee will not circulate or publish or cause to be circulated or published any advertisement, tickets, placard, or other written or printed matter wherein University’s name or the name of any Facilities belonging to University is mentioned or referred to without first having obtained written consent and approval of University. Further, Licensee will not post or exhibit, nor allow to be posted or exhibited, signs, advertisements, show bills, lithographs, posters or cards of any description, inside or in front, or on any part of the Facilities, or anywhere on said premises except as provided and approved in advance by the duly appointed agent of University, and will use, post, or exhibit only said signs, advertisements, show bills, lithographs, posters, or cards upon any said approved space as relate to the performance or exhibition to be given on the Facilities; and Licensee will take and remove forthwith all signs, advertisements, show bills, lithographs, posters or cards of any description objected to by University or its duly appointed agent.

9. **Alcohol.** Licensee will not sell or allow beer, wine, or any liquors of alcoholic content to be sold under any condition. Licensee will not allow beer, wine, or any liquors of alcoholic content to be given away or used upon said premises without the approval of the University.

10. **Smoking.** Licensee will not allow smoking anywhere upon said premises at any time.
11. **Content of Material Presented.** Licensee hereby agrees that no performance, exhibition or entertainment will be given or held in the Facilities which is illegal, indecent, or obscene, and should any part of such exhibition or performance be deemed by the duly appointed agent of University to be illegal, or indecent, obscene, lewd, or in any manner offensive to persons of ordinary sensibilities, then the said duly appointed agent of University, on the part of University, will have the right to demand of Licensee that it immediately delete such portions of the production or activity as have received such criticism, or to rewrite or have changed the said attractions so that, in the opinion of University, it will not be publicly offensive and Licensee agrees immediately upon receipt by it of such notice to make such changes, the decisions of the duly appointed agent of University in this regard being final.

12. **Capacity.** Licensee will not admit to any building or structure a larger number of persons than the seating capacity will accommodate, or can safely or freely move about in said areas.

AGREED TO AND EXECUTED this _________day of_______, 20____

LICENSEE: 

UNIVERSITY: 

NAME: 

JACKSON STATE UNIVERSITY

By: (print name) _________________ 

By: (print name) _________________

Signature: _________________

Signature: _________________

Title: _________________

Title: _________________
Appendix B

JACKSON STATE UNIVERSITY
MISSISSIPPI VETERANS MEMORIAL STADIUM
PRECONTRACTUAL TERMS AGREEMENT

1. Event Name/Description: ____________________________________________________________

2. Event Date: ______________________________________________________________________

3. Security Deposit in amount of: $15,000.00

4. Minimum Payment: ($15,000.00 plus $1.00 per ticket Facility Fee plus $1 parking) and (7% of all ticket values amusement tax per State statute). Plus all stadium incurred expenses including, but not limited to those listed below.

5. Utilities & Electric Payment: $1,000.00

6. Surety Bond in amount of: $TBD

7. Insurance Requirements (coverage applicable to Stadium and Facilities):
   a. Comprehensive Commercial General Liability: minimum of $1,000,000.00 per occurrence and $1,000,000.00 aggregate for bodily injury and property damage, and $1,000,000.00 for fire damage by any one fire
   b. Workers’ Compensation: coverage consistent with Mississippi law
   c. Employers Liability: minimum of $1,000,000.00 per occurrence
   d. Automobile Liability: minimum of $1,000,000.00 per occurrence

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<td>Contract custodian(s)</td>
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<td>Garbage removal</td>
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8. **NOTE:** Additional Services are not included in Total Payment and are procured by the MVMS through its selected method/contractor and are incurred as additional Event Costs borne by the Offeror/Licensee.

9. **Other:**

   ____________________________________________________________

   The parties agree that this Precontractual Agreement serves as the entire offer on part of the Offeror/Licensee to enter into a formalized License Agreement including the above-referenced terms and subject to applicable local, state, and federal laws, and to the approval Jackson State University. Offeror/Licensee understands that they are liable for any and all expenses incurred on their behalf to facilitate their event as deemed necessary by Jackson State University. This offer may be amended or revoked in writing by the Offeror/Licensee.

   ____________________________   ____________________________
   GENERAL MANAGER, MVMS       OFFEROR/LICENSEE

   DATE:_________________________  DATE:_________________________
### Labor & Equipment Rates *(Revised 11/2013)*

<table>
<thead>
<tr>
<th>ITEM</th>
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<tr>
<td><strong>LABOR</strong></td>
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<tr>
<td>Public Safety Officers</td>
<td>$22.00 per hour</td>
</tr>
<tr>
<td>Audio/Video Technicians</td>
<td>$45.00 per hour</td>
</tr>
<tr>
<td>HVAC Technician Labor (On-Site)</td>
<td>$25.00 per hour</td>
</tr>
<tr>
<td>Electrician Technician Labor (On-Site)</td>
<td>$25.00 per hour</td>
</tr>
<tr>
<td>Mover Technician Labor (On-Site)</td>
<td>$15.00 per hour</td>
</tr>
<tr>
<td>Site Care Technician Labor (On-Site)</td>
<td>$15.00 per hour</td>
</tr>
<tr>
<td>Site Care Supervisor (On-Site)</td>
<td>$25.00 per hour</td>
</tr>
<tr>
<td>Safety Technician Labor (On-Site)</td>
<td>$28.00 per hour</td>
</tr>
<tr>
<td>Custodial (On campus groups/departmental events)</td>
<td>NO CHARGE</td>
</tr>
<tr>
<td><strong>SET-UP &amp; EQUIPMENT</strong></td>
<td></td>
</tr>
<tr>
<td>FCM Blue Folding Chairs</td>
<td>$2.00 each</td>
</tr>
<tr>
<td>6' Rectangular Table</td>
<td>TBD</td>
</tr>
<tr>
<td>60” Round Table</td>
<td>TBD</td>
</tr>
<tr>
<td>72” Round Table</td>
<td>TBD</td>
</tr>
<tr>
<td>Hignboys (Cocktail Tables)</td>
<td>TBD</td>
</tr>
<tr>
<td>FCM Basic Podium/Stage Setup <em>(includes 1 podium plant, 2 side plants)</em></td>
<td>$50.00</td>
</tr>
<tr>
<td>FCM Ficus Benjamina, small leaves</td>
<td>$10.00 each</td>
</tr>
<tr>
<td>FCM Ficus Alii, long leaves</td>
<td>$10.00 each</td>
</tr>
<tr>
<td>Artificial Table Centerpieces (Cost determined based on clients preference)</td>
<td>TBD</td>
</tr>
<tr>
<td>ITEM</td>
<td>PRICE</td>
</tr>
<tr>
<td>----------------------------------------------------------------------</td>
<td>------------------------</td>
</tr>
<tr>
<td>Live Centerpieces (Cost determined based on clients preference)</td>
<td>TBD</td>
</tr>
<tr>
<td>Barricades</td>
<td>$5.00 each</td>
</tr>
<tr>
<td>Trash Liners (OUTSIDE EVENTS ONLY) 100 in a case</td>
<td>$45.00 per case</td>
</tr>
<tr>
<td>10x20 Tent</td>
<td>$75.00</td>
</tr>
<tr>
<td>20x40 Tent</td>
<td>$300.00</td>
</tr>
<tr>
<td>40x60 Tent</td>
<td>$600.00</td>
</tr>
<tr>
<td>Generator</td>
<td>$200.00</td>
</tr>
<tr>
<td>Covering/Removal of Gym Floor (AAC only)</td>
<td>$250.00</td>
</tr>
<tr>
<td>Covering/Removal of Gym Floor (WPC)</td>
<td>$175.00</td>
</tr>
<tr>
<td>12x16 stage with JSU Backdrop/skirting</td>
<td>$250.00</td>
</tr>
<tr>
<td>12x24 stage with JSU Backdrop/skirting</td>
<td>$300.00</td>
</tr>
<tr>
<td>16x24 stage with JSU Backdrop/skirting</td>
<td>$350.00</td>
</tr>
<tr>
<td>16x32 stage with JSU Backdrop/skirting</td>
<td>$400.00</td>
</tr>
<tr>
<td>20x24 stage with JSU Backdrop/skirting</td>
<td>$500.00</td>
</tr>
<tr>
<td>24x40 stage with JSU Backdrop/skirting</td>
<td>$600.00</td>
</tr>
<tr>
<td>28X40 stage with JSU Backdrop/skirting</td>
<td>$700.00</td>
</tr>
<tr>
<td>40x40 stage with JSU Backdrop/skirting</td>
<td>$800.00</td>
</tr>
<tr>
<td>20x20 Dance Floor</td>
<td>$150.00</td>
</tr>
<tr>
<td>Note: Vandalism (Charges will determined based on each case</td>
<td>TBD</td>
</tr>
</tbody>
</table>
Discounts/Waivers for Users of Jackson State University’s Facilities

**University-Based**
- Student Organization (No Admission): 100% Discount Facility Rental
- Student Organization (Admission): 70% Discount Facility Rental
- University Department (No Admission): 100% Discount Facility Rental
- University Department (Admission): 70% Discount Facility Rental
- Employee: 40% Discount Facility Rental*

**Fraternity/Sorority (Graduate Chapters)**
- Graduate Chapter (with Undergraduate Chapter Meeting): (Affiliated 100% Discount Facility Rental)
- Graduate Chapter (with Undergraduate Chapter Event): (Affiliated 0% Discount Facility Rental)

**State/City Agency**
- State of MS: 0% Discount Facility Rental
- Jackson Public Schools: 0% Discount Facility Rental
- City of Jackson, MS: 0% Discount Facility Rental

**Non-Profit**
- Civic/Community-Based (Participants Charged to Attend): 0% Discount Facility Rental
- Civic/Community-Based (Participants Not Charged to Attend): 50% Discount Facility Rental

**Corporate**
- Public or Private Corporation: 0% Discount Facility Rental

**Alumni**
- Affinity Group (Meeting): 100% Discount Facility Rental
- Affinity Group (Event): 0% Discount Facility Rental
- Alumni Chapter (Meeting): 100% Discount Facility Rental
- Alumni Chapter (Event): 0% Discount Facility Rental
- Individual: 40% Discount Facility Rental**

*Indicates individual must be a current employee of the university. Only applies to the Student Center and Reddix Building.

**Indicates individual must be a current member of the Alumni Association and provide membership number

Approved by Jackson State University’s Cabinet on 9/11/2012
Suggested Personnel and Sound System/LCD Projector Charges

**Personnel**
- Production/ Sound Technician: $45/Hour
- Information Technology Specialist: $45/Hour

These charges only apply to external organizations when a sound technician and/or IT specialist is needed on-site to provide service/assistance.

**Sound System**
- University-Based: $300 to $500/ day
- External Organizations: $300 to $1000/ day

All groups would be charged for the use of the sound system. This will ensure that funds are in place to make repairs to the system and to upgrade the system as needed.

**LCD Projector**
- External Organizations: $75/ day

These charges only apply to external organizations requesting to use a LCD Projector at their event.
## JSU Department of Events
### Standard Rates for Campus Facilities

**Standard Rates**

<table>
<thead>
<tr>
<th>Facilities</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Classrooms</td>
<td>150</td>
</tr>
<tr>
<td>Conference Rooms</td>
<td>150</td>
</tr>
<tr>
<td><strong>Lecture Halls</strong></td>
<td></td>
</tr>
<tr>
<td>School of Engineering</td>
<td>500</td>
</tr>
<tr>
<td>College of Business</td>
<td>500</td>
</tr>
<tr>
<td>Liberal Arts</td>
<td>500</td>
</tr>
<tr>
<td>John A. Peoples</td>
<td>250</td>
</tr>
<tr>
<td>Just Science Hall</td>
<td>250</td>
</tr>
<tr>
<td>C. F. Moore</td>
<td>250</td>
</tr>
<tr>
<td>School of Education</td>
<td>250</td>
</tr>
<tr>
<td><strong>Gyms</strong></td>
<td></td>
</tr>
<tr>
<td>T. B. Ellis (courts 1 &amp; 3 ONLY)</td>
<td>600</td>
</tr>
<tr>
<td>Walter Payton (For booking call)</td>
<td>1500</td>
</tr>
<tr>
<td>Chapin Payne (601)979-1368</td>
<td></td>
</tr>
<tr>
<td>Lee Williams Athletics and Assembly Center</td>
<td>4000</td>
</tr>
<tr>
<td><strong>Ballrooms</strong></td>
<td></td>
</tr>
<tr>
<td>Student Center</td>
<td>2000</td>
</tr>
<tr>
<td>Ballroom A</td>
<td>1000</td>
</tr>
<tr>
<td>Ballroom B</td>
<td>1000</td>
</tr>
<tr>
<td>Reddix</td>
<td>600</td>
</tr>
<tr>
<td><strong>Auditoriums</strong></td>
<td></td>
</tr>
<tr>
<td>McCoy</td>
<td>1500</td>
</tr>
<tr>
<td>Music</td>
<td>600</td>
</tr>
<tr>
<td><strong>Athletic</strong></td>
<td></td>
</tr>
<tr>
<td>Tennis Court (per Court)</td>
<td>75</td>
</tr>
<tr>
<td>Intramural Field</td>
<td>500</td>
</tr>
<tr>
<td><strong>Campus Ground</strong></td>
<td></td>
</tr>
<tr>
<td>Tiger Park</td>
<td>300</td>
</tr>
<tr>
<td>Gibbs/ Green Plaza</td>
<td>300</td>
</tr>
<tr>
<td>Amphitheater A/B</td>
<td>150</td>
</tr>
</tbody>
</table>