

**PLEASE TYPE (Required)**

Date Submitted \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Lecture Rooms Available: ❑ 146 ❑ 166 ❑ 428** ***(General Purpose Rm)***

***(ROOMS 146 AND 166 ARE FOR INSTRUCTIONAL USE ONLY)***

**DO NOT WRITE IN THIS SPACE FOR OFFICE USE ONLY**

❑ APPROVED ❑ NOT APPROVED Events Coordinator \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

❑ APPROVED ❑ NOT APPROVED Dean of College \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

COMMENT \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**UNIT/PERSON(S) MAKING APPLICATION \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Mailing Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Contract Person \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Fax# \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**E-mail Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**NAME OF EVENT \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE OF EVENT\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

TIME TO BEGIN \_\_\_\_\_\_\_\_\_ a.m./p.m. TIME TO END \_\_\_\_\_\_\_\_ a.m./p.m. ACCESS TIME FOR SETUP \_\_\_\_\_\_\_\_\_ a.m./p.m.

ROOM REQUESTED \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ EXPECTED ATTENDANCE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ PERSONS

AUDIENCE ❑Private ❑Campus ❑Public

WILL THERE BE FOOD OR BEVERAGES? (see #3 below) ❑Yes ❑No ***If yes, complete the Food/Beverage Form***

FOOD/BEVERAGE FORM SIGNED AND ATTACHED? ❑Yes ❑No ***If yes, who will be responsible for delivery***

***and clean-up?***

*Deliverer’s Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Contact #s office\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ cell\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*Caretaker’s Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Contact #’s office\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ cell\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

FACILITIES MANAGEMENT WORK ORDER COMPLETED? ❑Yes ❑No Date Completed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

UNIVERSITY EVENTS FORM COMPLETED ON-LINE? ❑Yes ❑No Date Completed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

EXTRA SERVICE REQUIRED IN CONNECTION WITH ACTIVITY \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**🏱 READ THE FOLLOWING INFORMATION BEFORE SIGNING 🏱**

1. **Any audio visual training should be coordinated through the Office of Information Technology**
2. **Applicants must secure services through facilities management for setup and dismantling equipment and props**
3. **All foods must be prepared and served in the fourth floor General Purpose Room**
4. ** DO NOT advertise event until this contract and use of facilities form have been approved**

**SIGNATURE OF APPLICANT \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Please TYPE or PRINT Name of Applicant \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\*The College of Liberal Arts will not assume responsibility for injuries and/or damages which may result from the use of this facility.**

***COPIES TO: Dean ❑ Applicant ❑ Other ❑ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

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To: All Full and Part-Time Staff

From: College of Liberal Arts Dean’s Office

RE: Classroom Beverage and Food Policy

Effective: January 1, 2013

The development of new facilities across the University has resulted in significantly improved resources for the learning community. It has become evident that the consumption of beverages and food throughout the premises is having a detrimental effect on the fabric of the buildings. Therefore, this **Classroom Beverage and Food Policy** is now required to preserve the quality of the physical structure of the College of Liberal Arts (Dollye M. E. Robinson Building and Other Affiliated Buildings) at Jackson State University.

We reserve the right to maintain the neat appearance of the Dollye M. E. Robinson Building and affiliated buildings, and to protect the furniture, carpets, computer labs and state property. Thusly, effective January 1, 2013, **beverages and food are NOT permitted in classroom, lab, performance, studio or other instructional spaces**. The following policy guidelines are to be enforced by faculty/instructors teaching in instructional spaces affiliated with the College of Liberal Arts:

* Bottled water is permissible in any location for consumption.
* All other beverages (e.g. carbonated drinks, flavoured water, tea, coffee, etc.) and food of any description is only to be consumed within appropriate eating areas (i.e. common rooms and other catering areas).
* Eating within staff offices is at the discretion of each school or department.
* The consumption beverages and food at organized meetings/events, where appropriate, is acceptable. The event organiser is responsible for alerting catering staff when beverages/food can be cleared away at the close of each event.

Employees, students, and visitors who persistently disregard this policy will be subject to the normal sanctions associated with policy abuse. It is in everyone’s interest to maintain the quality of the University’s environment to a high standard that we can all enjoy and use to its full potential. Faculty members are strongly encouraged to incorporate this policy into their syllabi and review it with students at the beginning of each semester.

**College of Liberal Arts Memorandum of Understanding**

**Supplemental Agreement/Guidelines for Use of Dollye M. E. Robinson Building Lecture Hall and General Classroom Space Reservations**

As a public institution of higher education, Jackson State University (JSU) College of Liberal Arts recognizes its responsibility to supplement its undergraduate, graduate and professional programs with extracurricular activities. However, the College of Liberal Arts has utilization policies that must be observed by all university and non-university groups.

The *Classroom Beverage and Food Policy* was implemented January 1, 2013 to preserve the quality of the physical structure of the College of Liberal Arts (Dollye M. E. Robinson Building and Other Affiliated Buildings) at JSU.

We reserve the right to maintain the neat appearance of the Dollye M. E. Robinson Building and affiliated buildings, and to protect the furniture, carpets, computer labs and state property. **Beverages and food are NOT permitted in lecture rooms, classrooms, labs, performance, studio or other instructional spaces**. Please review copy of attached policy.

The use College of Liberal Arts spaces are subject to approval by the Dean’s Office. Organizations who do not sign the supplemental agreement will not be permitted to use the requested space(s) by the Dean’s Office. **All University and non-university entities will be charged a maintenance and cleaning fee if they are found to have violated this policy**. The financial responsibility will be assessed to the requesting organization/individual for cleaning and restoration of any property damage.

The request for space is accepted or rejected on the basis of space availability, necessary services, review of the event for propriety, and timely & properly executed documents of authorization.

Requests for ad hoc use of space for non-academic purposes in the College of Liberal Arts Dollye M. E. Robinson Building comes from both University and non-University groups. Subject to the above statements, the following procedures and conditions apply:

1. University Groups
2. All events must have a University sponsorship, and the sponsoring group must accept financial responsibility for damage to University property and/or inordinate cleaning.
3. If fees are charged for an event, all financial accounting must be processed through an approved University accounting office.
4. Faculty and Staff Requests

An academic or administrative unit must obtain appropriate sponsorship through a department chair, director, dean or vice president.

1. Student Requests

Recognized student organizations and such other student groups must obtain sponsorship through the Office of the Vice President for Student Affairs.

1. Non-University Groups and Individuals
2. In recognizing its community service role, the College of Liberal Arts will consider requests from individuals and groups who have specialized needs. Activities may be permitted if the criteria below are satisfied:
3. The purpose of the activity is consistent with the general objectives of the University.
4. The group or individual must obtain sponsorship of the proposed activity through a JSU academic department, administrative office or recognized student group (as indicated above).
5. Groups or individuals not sponsored by an academic unit, administrative office or recognized student group as set forth above must execute an approved contract.
6. The user may be required to pay to the University all costs incurred by the University as a result of the event (e.g. University Police and University Services personnel, material, etc.) including damages, if any, and must be willing to sign a contract to this effect. The contract will include appropriate requirements for the event.

By signing the supplemental agreement/guidelines below, you acknowledge that you have read the Classroom Food and Beverage Policy and understand its application for space use in the College of Liberal Arts at JSU. You also acknowledge that you understand that the violation of this policy or the aforementioned conditions of this supplemental agreement will result in a maintenance and cleaning fee charged to you and/or your organization.

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Print Name (Requestor) Signature (Requestor)/Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print Name (Events Office) Signature (Events Office)/Date

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Print Name (Dean’s Office) Signature (Dean’s Office)/Date