



The Welcome Center Conference Room Policies and Procedures

Mailing Address

JSU Welcome Center
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Hours of Operation

Monday-Thursday	8:00 a.m. to 7:00 p.m.
Friday	8:00 a.m. to 5:00 p.m.
Saturday/Sunday	Closed

The Welcome Center closes at 5:00 p.m. during the week of Thanksgiving, and the months of December, May, June and July.

The Welcome Center is closed on all official University holidays.

Visitor Sign-In

All visitors are requested to sign-in upon each entrance to The Welcome Center. The sign in I-pad is located at the receptionist area for your convenience. Your full name, email address and phone number are required to sign in. You do not have to sign out upon departure.

Conference Room

The Conference Room may be used for small meetings hosted by JSU faculty, staff, students and the community. There is no charge for the use of the room which is equipped with a conference table and 10 chairs; a Mondo pad for PowerPoint presentations and videoconferencing; and a conference phone. **Jackson State University reserves the right to charge any external organization or individual for damages occurred to any campus facility or equipment.**

Scheduling Meetings

All meetings should be reserved at least 30 days prior to the requested date. Meetings may be requested A Facility Use Agreement must be signed by the requesting group as well as the University's CFO before the meeting will be approved. Careful consideration of timing is required for meetings that may precede or follow another meeting. All groups are required to remain within their scheduled time frame.

Meeting Cancelations

If you or your organization needs to cancel a meeting, please inform the Welcome Center via telephone call or email at least 48 hours prior to your scheduled meeting. Groups that are no shows for scheduled meetings will forfeit future use of the conference room.

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

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

Refreshments

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 a meeting due to scheduling conflicts, the vendor will grant the individual or organization permission to use another caterer from the official University approved list. No external food or beverage are allowed in the facility. For your catering needs, Sodexo may be contacted at USAJSUCatering@sodexomagic.com or 601.979.0452.

Facility Cleanliness

The JSU Welcome Center is the official front door to the Jackson State University campus. Oftentimes, our office is the "First Impression" of a visitor. Therefore, it is required that the lobby, conference room, kitchen, and restroom are always clean and tidy. All groups using the conference room are requested to ensure the chairs are back in place and no items are left on the table at the end of your meeting. Additionally, the refrigerator is **not** for public use, it is for the office staff only.

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. Payments must be made prior to additional scheduling of meetings or events on campus.

Decorations

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.
9. Open flame candles are strictly prohibited in all campus facilities.

Minors

Meeting participants must be 17 years or older. Children under the age of 17 must be accompanied by an adult attending the meeting and must remain with that adult in the meeting area at all times.