



# Gulf Coast Research Laboratory Reservation Agreement & Guidelines

Halstead Campus | Cedar Point Campus | Marine Education Center

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## RESERVATIONS

- Approval for events is at the discretion of the GCRL Director or Associate Director; all events are subject to review to determine if the nature of the event is suitable for the facility prior to confirming the event.
- *INTERNAL (USM) CUSTOMER BOOKINGS* – Use the facility reservation function in Microsoft Outlook or contact the GCRL Conference Services Manager (228-818-8824; katie.weldon@usm.edu). Departments must provide a budget string for invoicing before after-hours events will be confirmed, where applicable.
- *EXTERNAL CUSTOMER BOOKINGS* – Contact the GCRL Conference Services Manager (228-818-8824; katie.weldon@usm.edu).
- Insurance is required for use of all non-housing facilities by external customers. Customer agrees to (a) obtain Event Insurance with at least two (2) million dollars in liability insurance coverage with “Gulf Coast Research Laboratory” as a named insured and (b) provide certification of insurance at least one week prior to the event.
- Irrespective of the event insurance obtained, the customer agrees to indemnify, defend, and hold harmless the University of Southern Mississippi, Gulf Coast Research Laboratory, its trustees, officers, directors, employees, agents, volunteers, and assigns (“Releasees”) from and against all claims arising out of or resulting from customer’s participation in the USM/GCRL events described herein and the use of University facilities and/or equipment. “Claim” as used in this agreement means any financial loss, claim, suit, action, damage, or expense, including but not limited to attorney’s fees, attributable to bodily injury, sickness, disease or death, or injury to or destruction of tangible property including loss of use resulting therefrom. In addition, the customer hereby voluntarily releases and holds harmless the Releasees from any and all claims, both present and future, that may be made by the customer or its assigns. The customer understands that this waiver includes any claims, whether caused by negligence, the action of any of the above Releasees, or otherwise.
- 25% of balance is due at time of booking for all non-housing facilities with daily rates greater than \$100 to guarantee space; remaining balance is due at the time of event check-in.
- All payments must be made by cash or check payable to “Gulf Coast Research Laboratory”.
- At the time of booking, a security deposit of \$150 is required for events or lodging with up to 50 participants; events with more than 50 participants require a \$300 security deposit. Upon confirmation by GCRL staff that no damages occurred during the event and no excessive cleanup is required, the security deposit will be refunded. Customer agrees to pay any charges above and beyond the security deposit for any damages incurred during the event. Security deposits for smaller meeting spaces may be waived by the GCRL Director or Associate Director.
- After-hours or large group events may require a dedicated UPD security presence, to be determined by the GCRL Director or Associate Director. If required, UPD security will be billed in four-hour increments of \$130/increment. A dedicated UPD officer is REQUIRED for all events during which alcohol will be served/present.
- Weekend or large weeknight events may require additional on-site support services at a rate of \$75/day, to be determined by the GCRL Director or Associate Director.
- Cancellations must be made by the customer a minimum of two weeks in advance or deposit will be forfeited.
- Fees will be assessed for rooms reserved and not utilized; failure to show by the reserved start time will be deemed a “no show” and the deposit will be forfeited.
- GCRL reserves the right to change room assignments, if deemed necessary. Should the need arise, events may be relocated to other facilities on campus.
- USM/GCRL events or functions take priority over all other meetings/events.

## GUIDELINES & POLICIES

- *NO OUTSIDE CATERERS ARE ALLOWED.* If meals or any food will be provided as part of an event with 20 or more people, GCRL’s contracted food service provider has right of first refusal; otherwise, outside food (pre-prepared) will be permitted upon approval by the GCRL Director or Associate Director.
- Approval may be granted for alcohol to be served at an event in accordance with the University alcoholic beverage service policy

Customer Contact Initials \_\_\_\_\_

(<http://www.usm.edu/institutional-policies/policy-pres-pr-001>). A dedicated UPD security officer is REQUIRED for all events during which alcohol will be served/available; UPD security will be billed in four-hour increments of \$130/increment. If any USM students are included in such events, no matter their age, the President (or appropriate designee) must acknowledge that alcohol service is permissible. Customer agrees to work through GCRL's contracted caterer for this service, where applicable.

- All USM facilities and grounds are TOBACCO-FREE (<http://www.usm.edu/institutional-policies/policy-stua-hs-001>). Customer is responsible for ensuring that all event participants adhere to this policy.
- Decorations/media MAY NOT be attached to the ceiling, walls or fixtures. Glitter, confetti and mylar balloons are also prohibited.
- The reserved facility must be left in its original chair/table arrangement at the conclusion of your event. Failure to do so could result in an additional \$50 change-over fee.
- Any change-over or rearrangement of a standard room setup by GCRL staff during an event will be charged a \$50 fee. Changes include, but are not limited to, set-up, adding rooms and/or equipment.
- Customer is responsible for notifying GCRL of any special ADA accommodations at least one week in advance.
- Reservation details (room setup, A/V requirements, etc.) must be submitted at least one week prior to the event.
- Standard equipment not offered by GCRL will be provided and operated by the customer; specialized equipment or sound systems require approval of the GCRL Director or Associate Director. GCRL does not provide any equipment or tables for outdoor events.
- Parking requests must be submitted one week prior to event. Reserved parking is based on availability for external customers.
- GCRL is not responsible for any items left overnight in meeting rooms.
- If attendance for the event is reported to be significantly different from what was requested, the event is subject to relocation to a suitably sized space.
- Outdoor events are NOT guaranteed a rain site.
- Use of the fire pit at the Halstead Campus is allowed by overnight groups ONLY and MUST be scheduled with the GCRL Conference Services Manager prior to use. No fire materials will be provided by GCRL.
- Customer may NOT use the name, seal, or imply endorsement of the University without written, authorized approval from University Communications.
- A copy of this signed agreement will be provided for the customer's records.

**Customer Reservation Information**

CUSTOMER NAME (business, organization or individual): \_\_\_\_\_

CUSTOMER CONTACT NAME: \_\_\_\_\_ CONTACT NUMBER: \_\_\_\_\_

FULL ADDRESS: \_\_\_\_\_

EMAIL: \_\_\_\_\_ EXPECTED # OF PARTICIPANTS: \_\_\_\_\_

DATE(S) and NATURE OF EVENT: \_\_\_\_\_

FACILITY REQUESTED: \_\_\_\_\_

SECURITY DEPOSIT AMOUNT: \$ \_\_\_\_\_ 25% DEPOSIT AMOUNT: \$ \_\_\_\_\_

FOOD TO BE PROVIDED: YES or NO ALCOHOL PRESENT: YES<sup>1</sup> or NO

***Customer agrees to abide by the terms and conditions listed above.***

CUSTOMER SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

<sup>1</sup> ***Customer has read the USM Alcohol and Drug Policy and agrees to abide by the regulations stated therein.***

CUSTOMER SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

Customer Contact Initials \_\_\_\_\_