Gulf Coast Research Laboratory
Reservation Agreement & Guidelines
Halstead Campus | Cedar Point Campus | Marine Education Center

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 ________
CUSTOMER SIGNATURE: _____________________________________

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\(^1\) or NO

\(^1\) Customer has read the USM Alcohol and Drug Policy and agrees to abide by the regulations stated therein.

CUSTOMER SIGNATURE: _____________________________________ DATE: ___________________________

Customer Contact Initials _________