BRYANT HALL: POLICIES & TERMS OF USE

Accommodations provided in classrooms:
- Auditorium seating – Room 209
- Computer
- Multimedia Lectern
- Blu-Ray Player
- Document Camera
- Ceiling Mounted Projector
- Projection Screen

Equipment that is not listed above is not provided – user must contact Classroom Technology for arrangements.

Bryant Hall Hours:
Fall 2021: Monday - Friday 8:00 a.m. - 5:00 p.m.
Saturdays & Sundays Closed
*building key must be checked out in advance for approved events scheduled after hours and on weekends
*building must be vacated by 8pm for all events

Bryant Hall Contact Person:
Jennifer Eastland, Operations Coordinator II
Bryant Hall, Department of Philosophy & Religion and Department of Classics
Email: eastland@olemiss.edu      Phone: (662) 915-7020

Bryant Hall Policies and Terms of Use:
A completed and signed Bryant Hall Reservation and Policies Form must be submitted, approved, and confirmed prior to any use or reservations of space in Bryant Hall. Bryant Hall classrooms, classroom auditorium, and the Farrington Gallery are available, upon request and approval procedures, for meetings, trainings, and receptions. Bryan Hall is available for use, free of charge, to University of Mississippi departments and registered student organizations. Student organizations will not be allowed to reserve Bryant Hall on the weekends; nor for dances, parties, recruitment, or initiation events.

All University classes listed in the course catalog/schedule have priority over any department or organization event reservations in any Bryant Hall classrooms. The release of class schedules and locations will delay a classroom and/or auditorium reservation confirmation, if request is sent before a semester, term, and/or intersession course schedule has been released by the University. There is no exception to this policy.

All reservation requests must be submitted through the Bryant Hall Contact Person and these requests must be made in writing by completing, signing, and submitting the Bryant Hall Reservation and Policies Form. All reservation requests must be submitted with a notice of at least 5 business days. Requests submitted with less than 5 business days’ notice may not be approved nor guaranteed in time for the event. Space requests will be reviewed in the order in which the completed reservation form was received. No more than two (2) consecutive meetings will be approved per organization at a time.

All requests must include ample time before and after the actual event for any needed set up and take down. Users will not be granted access to the space prior to the designated start time and must vacate the space at the designated end time. These times are absolute and the User is expected to abide by these requirements.

Once the reservation request has been approved, you will receive an email confirming your reservation. If there are any mistakes or changes that need to be made, the User must submit in writing with the requested change/s within 2 business days of the reserved event date.
The Classroom Technology Department is responsible for A/V equipment in each room. If you have any problems during your reservation, please contact (662) 915-2850. All equipment must remain in reserved room at all times. Users are advised not to tamper with nor remove any classroom technology equipment. Violators will have their reservation privileges revoked and will be charged for any repair, replacement, or damage costs.

The User must contact the Facilities Management Department for any support services needed for rooms by either calling (662) 915-7003 or by submitting a work order. Examples of services which might be required include attention to restrooms or trash removal by Custodial Services, or set up of additional tables and/or chairs by Trucking Services. The User will be responsible for the costs of any such services. **Trash with food and/or liquids must be removed immediately following the event.**

Fronting is prohibited. Fronting is when an individual or organization uses university space/facilities and services under the guise that the activity is a university-sponsored program. Violators will have their reservation privileges revoked.

There will be **NO FOOD OR DRINKS** allowed in building, unless requested and approved in advance. If approved, User is responsible for cleanup and trash removal immediately following event.

No smoking or alcoholic beverages will be permitted in any space. The User/organization/department is responsible for policing their guests.

No tape, tacks, pins, signs, etc. can be used on any of the Bryant Hall furnishings, tables, chairs, doors, walls, piano, etc.

The User will be responsible for returning the facility to its original condition upon completion of the event, which includes removal of any props or equipment, clean up, and removal of all trash from the room/s and building. Tables and chairs can only be moved with prior approval and returned to original setup. Furniture on the rug in the Farrington Gallery and in the main lobby should not be moved.

If any of the projectors in classroom/s are used for the User’s event, the projector **MUST be turned off** immediately after use in order to extend the life of the projector bulb, which is expensive to replace. Failure to comply with this requirement will result in a mandatory deposit of $50.00 for the organization’s future reservations and use of classrooms. If there becomes an issue with repeated misuse, the violators will have their Bryant Hall building reservation privileges revoked.

The User will be responsible for any and all damages, including repair or replacement costs, caused by the acts of the User, its employees, students, agents, patrons, guests, artists, etc. whether accidental or otherwise.

In the event that the university suspends campus activities or closes the campus, the space reservation will automatically be cancelled, however the User will have the opportunity to reschedule.

The Provost reserves the right to require that events held in Bryant Hall be ticketed by the UM Box Office.

All Federal, State, and Local laws will be enforced and must be abided by. All the rules and regulations stated in the M Book will also be followed when using Bryant Hall on the University of Mississippi campus.

Failure to comply with the **Terms of Use** will result in the User’s department/organization losing access to Bryant Hall.

*I understand all the Terms of Use and Policies for Bryant Hall; and, the laws, rules, and regulations associated with this facility, the University of Mississippi, and the State of Mississippi. I hold myself/department/organization responsible for any accidental/intentional incidents that occur during the use of this facility. Providing inaccurate or incomplete information on the reservation form could result in denial of the reservation or cancellation of the event.*

*Signature of User/Contact person: ________________________________ Date: ____________  

Page 2 of 3  9/2021
BRYANT HALL: SPACE RESERVATION REQUEST FORM
UNIVERSITY DEPARTMENTS AND STUDENT ORGANIZATIONS

Fill out this reservation request form in its entirety after you have read, understood, and signed the policies and terms of use portion. Signed and completed forms should be sent via e-mail to eastland@olemiss.edu. You will receive an email confirmation if your event is approved/denied.

Contact Information:
Campus Department/Student Organization: ______________________________________________________________
Contact Person/User: ________________________________________________________________________________
Contact Phone Number: ____________________ Ole Miss E-mail: ____________________________________________
Dept./Organization Mailing Address: ____________________________________________________________________

Event Information:
Name of Event: ___________________________________________________ Date Requested for Event: ____________
Description of Event (specific details):
__________________________________________________________________________________________________
__________________________________________________________________________________________________
__________________________________________________________________________________________________
Time of Event: (Setup Begins) ___________ (Breakdown Ends) ____________ Estimated Attendance: _______________*
*Include time for both event setup and breakdown. You may not enter the room(s)/area before the time listed and room(s)/area must be cleaned, etc. and vacated by the end time listed.

Will food be provided? _____ Details (catered, boxed, etc.): _________________________________________________
*Food MUST be approved before event. No food or drink is allowed in classrooms without prior approval and user is responsible for cleanup and disposal of trash immediately following event.

Are you requesting use of sound and/or classroom technology equipment? _______ *must be requested/approved
If yes, list equipment you are requesting to use: __________________________________________________________

Do you request use of music*? _____ Do you request use of the piano*? _____ *must be requested/approved
Is the event you are requesting dance, dance practice, party or Greek organization show, etc.? _____

Requested Location: ____________________________________________________________________

Bryant Hall Room Facilities – maximum capacity
<table>
<thead>
<tr>
<th>Room</th>
<th>Capacity</th>
</tr>
</thead>
<tbody>
<tr>
<td>111</td>
<td>46</td>
</tr>
<tr>
<td>200</td>
<td>34</td>
</tr>
<tr>
<td>06</td>
<td>12</td>
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<tr>
<td>207</td>
<td>46</td>
</tr>
<tr>
<td>209</td>
<td>100</td>
</tr>
<tr>
<td>Farrington Gallery</td>
<td>94 *</td>
</tr>
</tbody>
</table>

*Farrington Gallery does not have A/V equipment or sound