

The University of Mississippi

Board of Trustees Board Room – 200 Lyceum

Summary/Purpose: The purpose of this policy is to define the procedure for using and reserving the Board of Trustees Board Room – 200 Lyceum.

The Board of Trustees Board Room is available for use by any University of Mississippi department or organization if the Chancellor or the IHL Board has not reserved it. Reservations will be made on a first request basis. Requests should include ample time before and after the actual event for any needed set up and take down time.

Use of the room is made available by calling the Chancellor's Office (7112) and reserving the room for the desired amount of time.

Food may be served in the Board Room but the user will be responsible for making sure the table and serving tables are covered to prevent water or food damage to the furniture. The user is responsible for all cleanup of trash and removal of all food and containers. The Room should be left in its original condition upon completion of the meeting. DO NOT leave food or garbage in the room.

The pull down screen may be used, but there is no other equipment available. Please contact IT Media Helpdesk for equipment and assistance.

The User will be responsible for any and all damages caused by acts of the User, its employees, agents, patrons, guests whether accidental or otherwise.

The User will be responsible for returning the facility to its original condition upon completion of the event. This includes removal of any props or equipment furnished by the User, cleanup of all trash.

Nothing will be hung from the walls. No tape, tacks or pins may be used on the furnishings or walls.

Care must be taken to avoid marring the finish of the furniture, rugs and the floor.

The use of candles or any open flame is prohibited.