

The University of Mississippi

Chancellor's Board Room, 110 Lyceum

Summary/Purpose: The purpose of this policy is to define the procedure for using and reserving the Chancellor's Board Room, 110 Lyceum.

The Chancellor's Board Room is available to anyone for use by University of Mississippi Departments and Organizations.

Use of the room is made available by calling the Chancellor's Office (7112) and reserving the room for the desired amount of time. The Chancellor has first choice in reserving this room. A conflict with a reservation (due to the Chancellor's schedule) might result in the User being asked to find another room to use.

A meal or reception can be held in the Board Room. The User will be responsible for making sure the table is covered to prevent water or food damage, and they are responsible for all cleanup of trash, removal of all food and all containers. The User will be responsible for returning the Board Room to its original condition upon completion of the event. DO Not leave food or garbage in the room.

If assistance is needed with equipment, please contact IT Media Helpdesk.

The Room may be used after hours and on weekends, but special arrangements need to be made prior to the meeting. The User will be responsible for returning the room to its original condition upon completion of the meeting. This includes removal of any props or equipment furnished by the User, the turning off of all lights and making sure all doors are locked before leaving.

There is no charge for the use of the Board Room, but reservations do have to be made prior to the use of the room.