

MISSISSIPPI STATE UNIVERSITY
College of Forest Resources / Forest and Wildlife Research Center
Franklin Furniture Center/Department of Forest Products
Guidelines for Facility Use

Use of the Franklin Center of the Department of Forest Products requires a reservation be made in the administrative offices located at 205 Franklin Center (662-325-2116). These facilities are not available after hours.

A Facility Use Agreement must be completed and signed by the reserving party and returned to Forest Products administration AFTER review of the MAFES/FWRC Facilities Use Standard Operating Procedures and PRIOR to using the facility.

Facility use requires the contact person sign the policy agreement and be present at the event for which the reservation was made.

For student organizations, a faculty or staff –level advisor must be present and an approved MSU Student Organization Event Form must be attached.

If use of technology will be needed (computer/projector, SmartBoard, conference telephone, etc.), arrangements for training/assistance must be made in advance to have someone aide in this use or instruction as to how equipment should be used. A proctor is not provided for the duration of the event.

GUIDELINES AND PROCEDURES

1. Upon arrival at facility reservation time, please come to administrative offices in 205 Franklin to retrieve room key or have room(s) unlocked.
2. Do not attach anything to any wall. Tape of any kind, staples, and nails are prohibited.
3. Electrical cords must be covered to prevent anyone from tripping over them. It is your responsibility to obtain the materials to do this and to see that it is done.
4. No smoking is allowed inside the building.
5. Parking should be reserved to designated parking spaces. The parking lots on the complex are monitored by MSU Parking Services and require a faculty/staff or student decal. Visitor parking tags can be retrieved at MSU Parking Services in the Roberts Building on the MSU campus. **It is your responsibility to secure your parking tag(s) prior to your visit.**
6. Use of equipment such as computers, projectors, SmartBoard, etc. is permitted but should be used with care and turned off properly. **Use of personal computers with facility equipment is prohibited. Personal electronic memory devices are allowed, however. All lights and equipment are to be turned off before you leave.**
7. It is your responsibility to see that MSU Facilities Use or other vendor set up tables, chairs, podiums and table cloths needed for your event and pick up in a timely manner. **All FPD facilities should be left as they were found, neat, clean, and orderly.** Any FPD tables or chairs that are moved around should be returned to their original locations.
8. If you are having food catered to the facility, all food, cookware, and dishes must be removed by the user or caterer on day of event. No exceptions.
9. All litter and garbage must be completely removed from the premises. **Trash is not to be left in conference/class rooms, hallways, or garbage cans in building but is to be taken to an appropriate dumpster, such as the dumpsters up the hill on the FPD complex.**
10. All spills of liquid or food on the tables and/or floor must be completely cleaned up before leaving.
11. All doors that have to be manually unlocked are to be locked before you leave and keys are to be returned to the administrative offices as soon as possible.

If you have any questions please contact Facility Coordinator, (662) 325-2116. Office hours are 8:00 a.m. until 4:30 p.m., Monday through Friday. In the event of an after-hours emergency, call the facility coordinator.

Revised 07/23/2018

Additional guidelines are included in the attached MAFES/FWRC facilities use standard operating procedures.

Facility	Seats	Use/Equipment	Additional Amenities
100 Showroom	100	Meals, receptions, job fair, poster session	
112 Classroom	40	Classroom with video conferencing	Power and data at each seat
115 Auditorium	128	Classroom, conference with video conferencing	Power and data at each seat
119 Conference Room	22	Boardroom with video conferencing	Sink, fridge, outdoor patio
207 Conference	8-10	Large table with chairs, dry erase, computer, projector and screen	

_____ Responsible Party Initials