

THE OGLETREE HOUSE

HOME OF THE SOUTHERN MISS ALUMNI ASSOCIATION

General Rental Policies and Procedures

The Ogletree House is available for rent to approved Southern Miss departments, students, alumni, community groups, and individuals. Reservations are taken on a first-come, first-served basis. A Facility Rental Request form should be submitted to the Alumni Association Manager of Programs for consideration no later than 30 days prior to the proposed event. No event is confirmed on the calendar until a Facility Rental Request is signed and returned to the Manager of Programs.

- The Ogletree House should be left in the same condition as it was prior to the event. All clean-up, including the removal and proper disposal of food, beverages, and garbage, is the responsibility of the group or individual and must be completed at the end of the event.
- Decorations are the responsibility of the renter and must be approved in advance by the Alumni Association. No confetti, glitter, rice, or similar items may be used inside the Ogletree House (bird seed and bubbles may be used outdoors only). **The use of candles must also be approved in advance.**
- Banners, posters or other items may not be hung or attached to the walls or ceilings in any Ogletree House event space. No banners may be hung on the exterior without permission from the Alumni Association Manager of Programs.
- For weddings or large events, items may be delivered the day before, but decorating or set-up is not allowed.
- Any furnishings, not included in the room set-up, that are moved must be returned to their proper location. Pictures or items on the wall cannot be removed.
- Periods of time surrounding all home football games, Homecoming, holidays, Golden Grad Reunion, Alumni Association board and committee meetings, and other Alumni Association events will be reserved by the Alumni Association for its use.
- A 30-day notice is required to reserve a room in the facility. If shorter notice is given, a determination will be made as to whether the space can be reserved.
- Full payment is required 14 days prior to the event.
- If cancellations are made less than 72 hours prior to the event, payment will not be refunded.
- The client is fully responsible for all damages and will be notified immediately following the event requiring payment for repair or cleaning.
- The Ogletree House is a handicap accessible facility.
- The Ogletree House is a smoke-free environment.
- Personal items that are lost, stolen, or misplaced are not the responsibility of the Alumni Association.

Room Capacities and Set-Up

Set-up Policies

- Set-up requests must be made at the time the Facility Rental Request is filed with the Manager of Programs.
- Additional fees may be charged for changing layout or equipment needs less than 24 hours prior to an event.

- The Alumni Association staff will ensure that the reserved areas are set up per the client's request prior to the event at the time specified on the Facility Rental Request.
- The Manager of Programs will verify that there is adequate time and staffing to set up the requested event before it is confirmed and reserved.

Poynter Room

- The largest room in the Ogletree House at 1,300 square feet.
- Available for set-up in five configurations (see below).
- Equipped with microphone and sound system, LCD projector, screen, DVD and CD capabilities, and LED television.
- Podium available.
- Rental includes access to the Simmons Kitchen, USM Foundation Atrium, and restrooms.

Set-up Configurations

Board Room – (Standard set-up) seats 38.

Dining / Banquet – seats 70 – 7 people per 60 inch round – 10 round tables total.

Theater / General Assembly – seats 70.

Classroom – capacity for 24 people.

Reception – capacity for 150 – basic set-up includes tables for catering only.

Phalen Courtyard

- A 1700 square foot brick courtyard featuring the Waites Fountain, with a bronze eagle sculpture.
- Two 20' x 20' tents available for set-up for additional fee of \$100.
- Capacity for 150 people without seating and 75 with seating.
- Rental includes access to the Simmons Kitchen, USM Foundation Atrium, and restrooms.

Carlisle Conference Room

- Conference room totaling 380 square feet.
- Features a conference table with seating for 10.
- Equipped with LCD projector and screen.
- No set-up charges for this room.
- Available up to four hours during business hours only.
- Variations from standard set-up are not permitted.

Room Rates

The rental rates are based on four-hour time blocks.

	Student/Campus Groups	Alumni Groups	General Groups
	4 hours / 8 hours	4 hours / 8 hours	4 hours / 8 hours
Poynter Room	\$50 / \$75	\$75 / \$100	\$100 / \$125
Poynter Room / Phalen Courtyard	\$100 / \$125	\$125 / \$150	\$150 / \$175
Carlisle Conference Room	\$25	\$50	\$75

- A set-up fee of \$100.00 per each location will be applied to the Poynter Room and Phalen Courtyard for all configurations with the exception of the standard board room configuration in the Poynter Room.
- Access to the historic structure will not be allowed for any event after hours.

- One hour is allowed for set-up prior to the event and for clean-up at the conclusion of the event. Any time over one hour will result in additional charges.

Groups Defined

Student / Campus Groups – Registered or sponsored groups recognized by Southern Miss Student Activities or any department or group on the Southern Miss campus.

Alumni Groups – Any group or organization sponsored or managed by a member of the Southern Miss Alumni Association. Members of the Alumni Association also qualify for this rate when renting the facility.

General Groups – Any group, community organization, or private entity not affiliated with the University.

Catering

- Southern Miss Catering is the exclusive caterer for the Ogletree House. To reserve catering, please contact Southern Miss Catering at 601.266.5552 or visit www.SouthernMissCatering.com.
- All food and beverages required for meetings and events are the responsibility of the renter.
- You must notify the Manager of Programs at the time the Facility Rental Request is submitted if you or the caterer will need access to the Simmons Kitchen.
- All food and beverages must be removed at the conclusion of the event.
- Following the event, all trash must be collected, removed from the building, and placed in the dumpster behind Wilbur Hall.
- Buffett tables and/or serving stations can be set up only in the USM Foundation Atrium or Phalen Courtyard.
- Linens must be provided by caterer or renter. No linens or other rented items will be received by the Alumni Association.
- Outside caterers are allowed for wedding cakes only. Southern Miss Catering will serve the cake if requested.

Custodial

Custodial services are required for all events in the Ogletree House. Services will be reserved by the Alumni Association Manager of Programs.

- Additional charges will apply. Custodial services for events are \$20 per hour with a 3 hour minimum. Cancellations less than 24 hours prior to a weekend event will incur the minimum charge of 3 hours.
- Reception type events will require custodial services during the entire event beginning one half-hour prior to the start of the event and ending when the building is cleaned and vacated.
- Custodial services will remain on site until the facility is clean following the event. If the time period extends beyond the original time requested, the renter will be billed for the additional charges.
- Custodial services are responsible only for the removal of any trash and garbage bags. The renter is responsible for removing all items not considered trash or belonging to catering.

Security

Certain events may require the services of certified security personnel. In these cases, security must be provided one half-hour prior to the scheduled event start time and must be in place until everyone vacates the building. If that time extends beyond the time of departure indicated on the rental request, the renter will be billed for the additional charges. Security will be reserved by the Alumni Association.

Additional charges will apply for secured events. Fees are \$32 per hour with a 3 hour minimum. Cancellations less than 24 hours will incur the minimum charge of 3 hours.

Parking

The Alumni Association has 17 parking spaces available for use during events. Additional parking spaces may be requested through the Alumni Association from University Parking Management. Charges for additional parking may apply.

Serving of Alcohol

Beer and wine may be served (not sold) by Southern Miss Catering only, within the guidelines of The University of Southern Mississippi Alcohol Policy. It is the responsibility of the renter to purchase the beer and wine to be served by Southern Miss Catering. The University of Southern Mississippi Alumni Association accepts no responsibility or liability with regard to the serving of beer or wine or with ensuring compliance with the University Alcohol Policy. Any violation of the University Alcohol Policy (underage drinking, open container, etc.) will result in action being taken by the appropriate authorities.

It is the responsibility of the renter (host) and caterer to ensure the alcohol is served only to those of age and that the alcohol is consumed in a responsible manner. The Alumni Association strongly encourages all renters to take precautions to prevent drunk driving or disorderly conduct. At all events where alcohol is served, non-alcoholic beverages must be provided.

The University Alcohol Policy is attached for your information. All events where alcohol is being served will require the use of certified security personnel.

All renters must read and sign the attached Beer and Wine Service Agreement before alcohol service can be approved for your event at the Ogletree House.

Termination of Reservation and Future Use

The permission of any individual or group to use the Ogletree House maybe be revisited by the Alumni Association for any of the following reason:

- Failure to adhere to any above mentioned policies.
- Failure to pay rental fees 14 days prior to the event.
- Inappropriate behavior that results in the need for police or security involvement.
- Damage to the Ogletree House.
- Misuse and mistreatment of the Ogletree House or the Alumni Association staff.