



ADDITIONAL SERVICES



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CATERING

- › Food and beverages are provided by Southern Miss Catering. **To reserve catering, please contact Southern Miss Catering at 601.266.5552 or visit SouthernMissCatering.com.**
- › All food and beverages required for meetings and events are the responsibility of the renter.
- › The renter must notify the manager of programs at the time the Rental Request is submitted if access to the Simmons Kitchen is needed.
- › All food, beverages and service items must be removed at the conclusion of the event.
- › Following the event, all trash must be collected and removed from the building.
- › Buffet tables and/or serving stations can be set up only in the USM Foundation Atrium or Phalen Courtyard.
- › Linens are available and may be reserved through Southern Miss Catering.
- › **Outside caterers are allowed for wedding cakes only.** Southern Miss Catering will serve the cake upon request.

SECURITY

After-hours events will 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.

A security fee of \$15 per hour (4-hour minimum) will be applied in addition to rental fees. Cancellations made less than 24 hours prior to the event will incur in the minimum charge of four hours.

KEY DEPOSIT

For events taking place outside of regular business hours, renters must pick up a key at the Ogletree House the day before the event. All keys must be returned immediately following the event to the key deposit box located on the outside entrance of the Simmons Kitcher.



ADDITIONAL SERVICES CONTINUED

CUSTODIAL

- › Custodial services are required for all events where food is served in the Ogletree House. Services will be reserved by the Alumni Association manager of programs.
- › A custodial fee of \$20 per hour (3-hour minimum) will be applied in addition to rental fees. Cancellations made less than 24 hours prior to the event will incur in the minimum charge of three hours
- › 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.

ALCOHOL

- › Beer, wine and champagne must be purchased from and served by Southern Miss Catering within the guidelines of The University of Southern Mississippi Alcohol Policy. Southern Miss Alumni Association accepts no responsibility or liability with regard to the serving of beer, wine and champagne 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 legal age and that alcohol is consumed in a responsible manner.
- The Alumni Association encourages all renters to take precautions to prevent driving under the influence of alcohol or disorderly conduct. **At all events where alcohol is served, non-alcoholic beverages must be provided.**
- › **All events where alcohol is being served will require the use of certified security personnel.**
 - › **Alcoholic beverages will not be allowed at events sponsored or hosted by University student organizations.**

TERMINATION OF RESERVATION AND FUTURE USE

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

- › Failure to adhere to any aforementioned 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

PARKING

The Alumni Association has a limited number of parking spaces available for use during regular operating hours. Additional parking spaces may be requested by contacting Parking Management at 601.266.4943. Charges for additional parking may apply.