



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 Rental Request should be submitted to the Alumni Association manager of programs for consideration no later than 30 days prior to the proposed 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.
- › Any furnishings not included in the room setup that are moved must be returned to their proper locations. Pictures or items on the wall cannot be removed.
- › For weddings or large events, **items may be delivered the day before**, but decorating or setup is not allowed during business hours.
- › **The Ogletree House should be left in the same condition as it was prior to the event.** All cleanup, 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.
- › Periods of time surrounding **all home football games, Homecoming, holidays, reunion programs, Alumni Association board and committee meetings**, and other Alumni Association events will be reserved by the Alumni Association for its use.



GENERAL RENTAL POLICIES AND PROCEDURES CONTINUED

- › A 30-day notice is required to reserve a room in the facility. Space will not be confirmed on the calendar until the Rental Request is signed and returned. If shorter notice is given, a determination will be made as to whether the space may be reserved.
- › Full payment is required 14 days prior to the event.
- › For wedding events, receptions or banquets, a credit card and a nonrefundable deposit of \$100 is required to reserve the space.
- › The client is fully responsible for all damages and will be notified immediately following the event requiring payment for repair or cleaning.
- › If cancellations are made **less than 72 hours** prior to the event, payment will not be refunded.
- › The Ogletree House is a handicap accessible facility.
- › The Ogletree House is a smoke-free environment.
- › Personal items that are lost, stolen, damaged or misplaced are not the responsibility of the Alumni Association.

SETUP POLICIES

- › Setup requests must be made at the time the Rental Request is submitted.
- › The Alumni Association staff will ensure the reserved areas are set up per the renter's request prior to the event at the time specified on the Rental Request.
- › Additional fees may be charged for changing layout or equipment needs less than 24 hours prior to an event.
- › The manager of programs will verify adequate time and staffing to set up the requested event before it is confirmed and reserved.

