

**Mississippi Department of Finance and Administration**  
**Conference Center East – Room 145**  
**Policy and Procedures**  
August 1, 2003

**I. Statement of Policy**

This policy governs the use of the Conference Center East – Room 145 in the E.T. Woolfolk State Office Building. This guideline is to be followed by all patrons of the Conference Center.

Under the federal statutes and the sections of the Mississippi code that regulate the use of state-owned resources, Mississippi Department of Finance and Administration (DFA) is required to ensure that these resources are used properly and for the purpose for which intended. The intent of this policy is to allow maximum freedom of use consistent with state and federal law, DFA policy, policies of the Department of Information Technology Services (ITS), and a productive working environment.

No patron of the Conference Center may directly or indirectly use, or allow the use of the Center's resources for other than officially approved activity. Any restriction of use contained within this statement is intended to protect these resources for their intended use and for which funding is appropriated.

**II. Scope of Policy**

A patron is defined as any person who reserves this Conference Center, which includes authorized Mississippi state agency representatives and any other individuals who are authorized by DFA to use these resources. These resources are to be used for state government business purposes only.

This Conference Center is intended to be utilized for media presentations. DFA has professionals trained in the use of the audio-visual equipment who are available with proper advance notice. There are several conference and training rooms available in the Woolfolk Building and other nearby state office buildings for meetings that do not require multimedia resources. The Conference Center Coordinator will recommend accommodations best suited to the needs of the patron's event.

Individuals may use the Conference Center only with the express authority of the Conference Center Coordinator or his/her designee, the Deputy Director, or the Executive Director of DFA.

DFA's resources are not to be used for individual commercial purposes or financial gain or for partisan political purposes. Activities having valid state citizenry benefit to the State of Mississippi are generally allowed; however, they may be limited or banned at the discretion of DFA.

Access to the Conference Center is through a specific contact person. Each contact person is responsible for all activity originating from his or her patronage of this Center.

Individuals found using the Conference Center without express authorization are subject to denial of future service.

Questions regarding this policy are to be directed to the Conference Center Coordinator, the Deputy Director, or the Executive Director of DFA.

### III. General Policies

- A. Reservations will be accepted on a first come-first served basis.
- B. DFA reserves the right to refuse to accept reservations from individuals or groups that have outstanding invoices or who have a history of damages or problems at the center.
- C. Patrons are responsible for missing or damaged equipment. Patrons will be billed after the event for damages, extraordinary cleaning, or other unexpected charges. Extraordinary cleaning is defined as cleaning other than what is normal for the room or space.
- D. Decorations are permitted with advanced approval of the Center Coordinator. No decorations may be affixed to walls, floors or ceilings. No postings are permitted on doors, windows or walls. **ABSOLUTELY NOTHING MAY BE TAPED, STAPLED, PINNED OR OTHERWISE AFFIXED TO THE WALLS OR PERMANENT FIXTURES OF THE ROOM.** Patrons are required to remove and appropriately dispose of all decorations immediately following an event unless prior arrangements have been made with the Center Coordinator.
- E. DFA is not responsible for lost or misplaced items belonging to patrons.
- F. No event will be scheduled more than three months in advance.
- G. Events will be scheduled and held during normal working hours of 8:00 am until 5:00 pm. The center will be closed in observance of all state holidays and on weekends.
- H. All Center equipment will be inventoried with the patron before and after the event.
- I. The Center Coordinator is responsible for maintaining the Center's equipment inventory.
- J. If any equipment is in need of repair, the Center Coordinator shall be informed so that repairs can be made.
- K. After an event the patron shall leave the Center in the same condition in which he or she took possession.
- L. Patron is responsible for the repair of any damage or disfiguration to the Center.
- M. **NO FOOD OR DRINK** is permitted in the Center. Alternate arrangements may be made.
- N. Event requirements and floor plan must be submitted 3 working days' prior to event.
- O. Events requiring internet access require at least 5 working days' notice and any ITS charges incurred will be billed to the requesting patron's agency.
- P. Demonstrations on setup and use of equipment will be provided upon request and prior notice.
- Q. Furniture setups are done by DFA Capitol Facilities personnel only. Patrons are not allowed to move the furniture.

#### **IV. Procedures**

##### **A. Making a Reservation**

A reservation may be requested in one of three ways:

By calling DFA at 601-359-3695 Option #1 between the hours of 8:00 am and 5:00 pm Monday – Friday except state holidays.

By completing the Room Reservation form located on DFA's website at [www.dfa.state.ms.us/dfaforms.html](http://www.dfa.state.ms.us/dfaforms.html) and faxing to 601-359-3690.

By emailing the Room Reservation form to the Center Coordinator at [conferencecentereast@dfa.state.ms.us](mailto:conferencecentereast@dfa.state.ms.us).

The Center Coordinator will check the form for completeness and to make sure there are no conflicts. Once a reservation has been confirmed, the Room Reservation form will be signed by the Center Coordinator and a copy will be returned to the requestor. This signed form is the requestor's confirmation; it should accompany the patron to the function in the unlikely event there is a problem.

The Center Coordinator will contact the appropriate parties to arrange for the room setup and audio / visual setup.

##### **B. Changing a Reservation**

Changes to reservations may be accomplished in the same manner – phone, facsimile or email. All changes must be made at least one working day in advance of the function. If there are no conflicts, the Center Coordinator will generate a change notice and send the notice to the patron. The change notice should accompany the Room Reservation confirmation. If there are conflicts the Center Coordinator will work with the patron to resolve them.

##### **C. Canceling a Reservation**

A patron who determines that they will not be using the Conference Center after it has been reserved must cancel the reservation in writing – either by email or facsimile. The Center Coordinator will generate a Cancellation Notice. Failure to notify the Center Coordinator of a cancellation may result in loss of privileges.

#### **V. Conference Center Coordinator Responsibilities**

- A. The Center Coordinator will confirm reservations by sending a an e-mail with the completed Room Reservation's dates, times, and details to the patron.
- B. The Center Coordinator will arrange to have the room set up the way the patron has requested. If the patron needs to make changes during the event they will need to assist the Center Coordinator in ensuring the room layouts are completed in a timely manner.
- C. The Center Coordinator will arrange with staff to set up the Center's equipment for the patron unless the patron provides their own equipment.

- D. The Center Coordinator will be responsible for updating the Conference Center East calendar.
- E. The Center Coordinator or his/her designee will provide a safety briefing and other administrative instructions including housekeeping procedures and directions to amenities.

**VI. Patron Responsibilities**

- A. Patron will be responsible for the safeguard and integrity of the equipment while in use.
- B. Patron will be responsible for notifying the Center Coordinator of changes or cancellations in a timely manner.
- C. Patrons are responsible for operating any equipment they use unless other arrangements are made in advance. If there are any problems with the equipment while in use, contact the Center Coordinator for assistance.
- D. Patrons are responsible for clearing the room of any material upon completion of their event. All trash must be disposed of properly.
- E. Patrons are responsible for ensuring that the event concludes and the room is cleared within the confirmed time.

**VII. Revision**

This policy is subject to revision.

**VIII. Other**

DFA reserves the right to stop any event, restrict any individual's use or otherwise alter any function that may undermine or adversely affect the overall performance or integrity of the facilities or is otherwise in violation of this policy.