



MississippiState University  
 Center for Continuing Education  
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Center for Continuing Education, Mississippi State University Extension Service

# Bost Conference Center Request Form

This form represents a scheduling request ONLY. Reservation is not confirmed until all steps are complete.

**Customer Information**

Name of Organization \_\_\_\_\_

- MSU Extension    
  DAFVM Group    
  MSU Department    
  MSU Student Group    
  Off-Campus Organization

Name of person making reservation \_\_\_\_\_

Name of other individuals involved with setup/logistics of event \_\_\_\_\_

Phone \_\_\_\_\_ Alt Phone \_\_\_\_\_ Fax \_\_\_\_\_

Address \_\_\_\_\_

Email \_\_\_\_\_ Mail Stop \_\_\_\_\_

How would you like us to respond with a confirmation?  
 Fax   
 Mail   
 Email   
 Phone

**Event Information**

Event Title \_\_\_\_\_ Estimated Attendance \_\_\_\_\_

**\*CUSTODIAL FEES MAY APPLY\***

Description of Event \_\_\_\_\_

Will this event be catered? \_\_\_\_\_ Name and phone number of caterer \_\_\_\_\_

**Billing Information**

Payment by cash, check, or money order (must be paid prior to event).

Banner Account \_\_\_\_\_ --                      --                      --

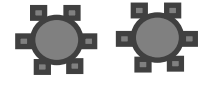
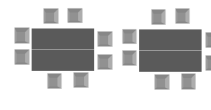
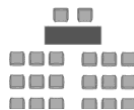
Email of person to send invoice to \_\_\_\_\_

**Location, Dates, & Time**

Type of Room	Date(s) Requested	Setup Time	Event Start Time	Event End Time	Premises will be vacated by
Lobby					
Theater					
North Auditorium					
South Auditorium					
Full Auditorium					

Please select the furniture arrangement needed:

- Open Space    
  Lecture    
  Classroom    
  Banquet Seating Rectangle    
  Banquet Seating Round



Other, please attach diagram or discuss your setup with the Bost Conference Center Coordinator.

**Additional Furnishings**

No additional furnishings needed

- Chairs, Qty. \_\_\_\_\_    
  Tables, Qty. \_\_\_\_\_  
 Floor Podium w/ Mic    
 MSU Seal (billed from Event Services)  
 Floor Podium w/o Mic    
 Backdrop (billed from Event Services)  
 Stage  
 Stairs  
 Other \_\_\_\_\_

**\*FEES MAY APPLY\***

Audio Visual Services

**No technical services needed**

**Projection & Video Equipment**

Overhead Projector

\*EQUIPMENT FEES MAY APPLY\*

**Audio Equipment**

Internal Sound System (for video or PowerPoint requiring sound)

Wired Mics, Qty. \_\_\_\_\_

\*A SOUND TECHNICIAN MAY BE  
REQUIRED FOR SOUND  
EQUIPMENT\*

Other: \_\_\_\_\_

Conditions & Liabilities

I understand that my copy of this completed form does NOT represent a confirmed reservation. I further understand that all facilities and equipment are subject to availability. I understand that, if this reservation is approved, I will comply with all applicable university policies and procedures. I agree to ensure that members and guests of the sponsoring organization will not move or tamper with any furnishings or equipment, including tables and chairs, and failure to do so may result in additional charges. I will be responsible for submitting any necessary forms, payments, or information to the Center for Continuing Education by the dates specified on my Room Confirmation and understand that failure to do so may result in cancellation or additional charges. I understand that fees may apply to the event/meeting I am trying to reserve. I understand that misrepresenting the nature of the activity or failure to fully disclose pertinent details regarding this event/meeting may result in additional charges or denial of future facility use. I also understand that the University retains the right to cancel, deny, postpone, or alter arrangements for any event if necessary.

\_\_\_\_\_  
Signature of Organization's Responsible Party

\_\_\_\_\_  
Date

Official Use Only

**Mark each item with date completed  
NA indicates not applicable for event**

Date received \_\_\_\_\_

Date entered \_\_\_\_\_

Confirmation sent out \_\_\_\_\_

Reservation # \_\_\_\_\_

Read & signed applicable university policies \_\_\_\_\_

Rental fee paid \_\_\_\_\_

Setup confirmed \_\_\_\_\_

Changes made \_\_\_\_\_

(See Attached)

Mississippi State University is an equal opportunity institution. Discrimination in university employment, programs, or activities based on race, color, ethnicity, sex, pregnancy, religion, national origin, disability, age, sexual orientation, gender identity, genetic information, status as a U.S. veteran, or any other status protected by applicable law is prohibited.

For disability accommodation, please call (662) 325-3589 or email [bost@ext.msstate.edu](mailto:bost@ext.msstate.edu).