

BOST CONFERENCE CENTER

Policies and Procedures

Section I: Introduction

The Bost Conference Center exists primarily to support the educational, cultural, and developmental activities of Mississippi State University. Priority of reservations will be assigned in the following order:

1. MSU Division of Agriculture, Forestry, and Veterinary Medicine (DAFVM)
2. MSU Registered Organizations
3. MSU Registered Student Organizations
4. Community Organizations

Use of the Bost Conference Center is governed by MSU's Facilities Use Policy and Procedure (OP 91.354 Facilities Use). Therefore, Bost Conference Center **cannot** be used by commercial, political, or sectarian (religious) organizations without written permission from the MSU Facilities Committee, the President, and the Institutions of Higher Learning (IHL) Board.

No activities in violation of federal, state, or local laws or ordinances, or Mississippi State University rules or regulations shall be permitted in the Bost Conference Center.

In the best interest of Mississippi State University, it may be necessary under unusual circumstances to give priority to one event in favor of another. If rescheduling becomes necessary, the unit or group holding the reservation will be notified as far in advance as possible.

Section II: General Policies

All organizations/users wishing to use the Bost Conference Center must comply with the following policies.

Decorations and Use of Facilities

- No organization/user shall alter, repair, add to, deface, improve, or in any way change the Bost Conference Center in any manner, without prior written permission.
- The use of nails, tacks, screws, staples, tape, or similar articles on walls, floors, podiums, or plaster surfaces is not allowed.
- The use of glitter, confetti, or small table sprinkles is strictly prohibited.
- Tablecloths MUST be used when food (or any other item that may spill) is present.

- All decorations shall be mounted without defacing the building and shall be subject to the supervision and approval of the Bost Conference Center Coordinator.
- No decorations or lighting of any type may be hung on walls or from overhead lights or the ceiling.
- Displays or exhibits that require flame or water may not be used.
- No free-standing candles, tapers, or pillars of any kind may be used.

Audio and Visual Equipment

- Bost Conference Center equipment such as digital projectors, sound systems, video equipment, and the wall partition may be operated ONLY by Bost Conference Center staff and those they approve.
- Any and all cost to repair or replace damage incurred to such devices by the organization/user or its agents, employees, patrons, guests, or others is the responsibility of the organization/user.
- Laptops are not provided; therefore, each group is responsible for bringing their own needed computer equipment.

Electrical Devices and Wires

- Organizations/users shall not install any wires or other electrical devices without prior written permission from the Bost Conference Center Coordinator.
- All electrical, sound, video, and other cables run through doorways and walkways must be adequately taped down to prevent people from tripping.

Damage to Facilities

- The organization/user is responsible for the conduct of its representatives, members, and audiences while using the Bost Conference Center.
- The organization/user is responsible for any and all costs to repair damages to the Bost Conference Center caused by acts of the organization/user, its agents, employees, patrons, guests, or others, whether accidental or intentional.

Food and Drinks

- The presence of alcoholic beverages is strictly prohibited.
- No food or drinks are allowed in the theater area.
- All food and drinks brought in MUST be approved by the Bost Conference Center Coordinator.
- All surfaces dirtied by food or beverages must be cleaned by the organization/user prior to leaving the premises.
- All leftover food and debris must be thrown away in the provided receptacles by the organization/user prior to leaving the premises.

Event Setup

- The organization/user is responsible for arranging all setup needs with the Bost Conference Center Coordinator at least two weeks prior to the event date.
- All costs incurred by the Bost Conference Center for the setup of tables and chairs, podiums, stages, and other event equipment are the responsibility of the organization/user.
- Individual groups are not allowed to set up tables and chairs on their own without written permission from the Bost Conference Center Coordinator.

Cleanup and Departure

- All decorative items, table arrangements, event materials, and personal items must be removed from the building immediately following the event.
- If the facility is not cleared within the designated period, the Bost Conference Center Coordinator will make arrangements with MSU custodial services for facility cleanup. The cost for cleanup will be charged to the organization/user.

Event Staff and Security

- Staff needed for the operation of the Bost Conference Center for specific events will be determined by the Bost Conference Center Coordinator and supplied as needed.
- All Bost Conference Center events must have security present if deemed necessary. The final determination for security needs will be made between the Bost Conference Center Coordinator, University Police, and Dean of Students. All costs associated with needed security are the responsibility of the organization/user.

Parking and Traffic

- The organization/user, its agents, employees, guests, and patrons will be subject to Mississippi State University traffic and parking regulations.
- All parking arrangements, if needed, must be made by the organization/user through the MSU Parking Services Department at a minimum of one week prior to the event.
- The loading dock area is for unloading and loading only. This is not a parking area for private vehicles. Improper parking or blocking of the loading dock will result in vehicles being towed at the owner's expense.
- Vehicles parked in a handicap and/or service zone without display of proper decals will be towed at the owner's expense.
- Bicycles, skateboards, scooters, and any motorized vehicle not needed for persons with disabilities are not allowed inside the Bost Conference Center.

Section III: General Procedures

All organizations/users wishing to use the Bost Conference Center must comply with the following procedures.

Advanced Reservations

- Large events or those requiring setup must be made a minimum of 14 days in advance to ensure adequate time for event setup and coordination.
- Reservations for small events requiring no setup must be made a minimum of seven days in advance.

Reservation Procedures

- All those wishing to make a reservation MUST complete a Bost Conference Center Request form. This form can be found at <https://extension.msstate.edu/about-extension/bost-conference-center>.
- Request forms should be completed and/or approved by the organization/user who is authorized to make decisions and make payment for requests regarding the reservation.
- Reservation confirmations or denials will be sent by email or written response within 72 hours (three working days) of receipt of completed reservation request. No reservation request should be considered approved until confirmation is received from the Bost Conference Center Coordinator.

Reservation Changes

- All reservation changes must be made in writing (email or letter) by the person who originally submitted the reservation request. All changes should be emailed to me800@msstate.edu or mailed to Mary Margaret Fancher at 190 Bost Dr., Box 9601, Mississippi State, MS 39762.
- **All changes must be requested at least seven days before the event.**
- Any additional expenses incurred due to a change in setup or staffing needs will be the responsibility of the organization/user.

Canceling Reservations

- All reservation cancellations must be made in writing (email or letter) by the person who originally submitted the reservation request. All cancellations should be emailed to me800@msstate.edu or mailed to Mary Margaret Fancher at 190 Bost Dr., Box 9601, Mississippi State, MS 39762.
- All cancellations must be made seven days in advance.
- Any and all costs incurred prior to the cancellation of an event are the responsibility of the organization/user.
- In the event of inclement weather, fire, or other events beyond reasonable control, neither party will be held responsible for the delay or cancellation of an event.

Emergency Procedures

- In the event of an emergency, Bost Conference Center will follow all MSU Emergency Policies and Procedures to ensure the safety of all individuals.
- Appropriate emergency personnel will be notified by the Bost Conference Center Staff in the event of a medical, fire, or security emergency.
- All expenses incurred for medical transportation or services will be the responsibility of the person transported and/or treated.

Section IV: Facility Charges

Charges for use of the Bost Conference Center are based on the following criteria:

- Organization/user category
- Number and type of rooms reserved
- Time and day of the event

Organization/User Categories

- MSU Division of Agriculture, Forestry, and Veterinary Medicine (DAFVM) – includes all DAFVM departments or organizations.
- Recognized MSU Organizations – includes groups registered as faculty, staff, administrative, or academic units under the managing authority of the university, or those approved by the university Organizations Committee.
- Recognized MSU Student Organizations – includes MSU registered student groups under the managing authority of the university.
- External Organizations – includes non-profit, non-commercial, non-religious, non-political organizations having no direct tie to the university, but providing services and educational activities open to the public.

Payment for Events

- MSU organizations and student groups are **required** to provide a valid MSU banner account number for rental charges to be applied prior to the date of the event. The account will be charged at the end of the event once all charges are determined.
- Organizations/users with outstanding debts to Mississippi State University may not reserve the Bost Conference Center until the debt has been satisfied.
- Payments are due within 30 days of the posted invoice date.

No-Show Fees

- Any organization/user who fails to show up at their scheduled reservation time and has not sent in a reservation cancellation will be considered a “no-show.”
- No-shows are responsible for all rental fees and will be billed accordingly.



Bost Conference Center Price Sheet

Auditorium Facility Rates

Organization/User	Monday-Friday 8 am-9 pm Half/Full	Saturday 8 am-10 pm Half/Full
MSU Extension Service Units	No charge	No charge
MSU Organizations & Departments	\$250/\$400	\$400/\$800
MSU Student Organizations	\$250/\$400	\$400/\$800
External Organizations	\$400/\$800	\$600/\$1,200

Lobby Only

Organization/User	Monday-Friday 8 am-9 pm	Saturday 8 am-10 pm
MSU Extension Service Units	No charge	No charge
MSU Organizations & Departments	\$50	\$100
MSU Student Organizations	\$50	\$100
External Organizations	\$75	\$150

Bost Theater

Organization/User	Monday-Friday 8 am-9 pm	Saturday 8 am-10 pm
MSU Extension Service Units	No charge	No charge
MSU Organizations & Departments	\$100	\$200
MSU Student Organizations	\$100	\$200
External Organizations	\$200	\$500

Equipment Setup and Usage Fees

The following items are available for reservation by those using the Bost Conference Center. Equipment fees apply to all groups and individuals **except MSU Extension units** that reserve the Bost Conference Center.

Payment for Events

Prior to the date of the event, MSU organizations and student groups are required to provide a valid MSU banner account number for rental charges. The account will be charged at the end of the event once all charges are determined.