

Bost Conference Center Policy/Agreement

- During business hours, conference attendees may park either in Staff or Commuter Parking Lots with a temporary permit. It is your responsibility to know parking rules, communicate rules, and obtain and provide parking permits to your attendees. For more information, see parkingservices.msstate.edu. **THE SMALL, TWO-HOUR, PARKING LOT IN FRONT OF THE BOST CONFERENCE CENTER IS NOT FOR CONFERENCE ATTENDEES.**
- For MSU Departments, outside caterers are allowed in Bost. It is your responsibility to either inform the caterer to remove all food and garbage from the building or for the removal of all food and garbage. **THIS INCLUDES BOX LUNCHES.** This means all debris should be placed in large plastic bags, tied and actually placed in the dumpster behind the building. Extra bags are kept in the janitor's closet located at the back of the coatrium. After the event, the kitchen and tables should be cleaned along with any other cleaning needs resulting from food or beverages.
- Do not attach anything to walls, podiums, or floors. No glitter, table sprinkles, or confetti are allowed. Special arrangement for decorations must be approved in advance, and all decorations and equipment must be removed from the building after your event.
- There is a 9:00 p.m. curfew for student groups using the Bost Conference Center. MSU faculty or staff must be present during weekend events sponsored by student groups, and signature must be on Student Activity form. Outside and student groups must use Aramark if food is involved with programs.
- It is mandatory that electrical cords must be covered or taped down. Gaffer tape and cord covers are provided if needed. It is your responsibility to do this.
- If your meeting is on a weekend, the contact person is responsible for making arrangements all building needs including times for doors to unlock and how to turn on lights, projector, etc.
- If you will be using an in-house digital projector, you are responsible to operate it. Please ask for instructions before your meeting begins. A \$25.00 fee is charged to non MSU-ES groups. If you will be using the digital projector, **you** are responsible for it.
- No food or beverages are allowed in the Theater.
- An \$8.00 fee will be charged per table for skirting tables for non MSU-ES groups.
- Users of Bost must abide by Bost Policy and University regulations. Failure to do so may result in the suspension from the use of the Bost Conference Center. All renters are responsible for full cost of repairs to the building, furnishing or equipment should damage occur during an event or for any extra cleaning.

I agree to comply with all policies of MSU and Bost Conference Center.