



## **Room Reservation and Use Policy**

### **(October 2025) Version 1.**

The policies herein are adopted throughout the Richard A. Rula School of Civil & Environmental Engineering (CEE) Building, requiring all room facilities to be kept in safe and efficient condition. This document pertains to everyone who utilizes CEE room facilities, including, but not limited to, faculty, staff, and students.

#### **I. Specific Reservation/Use Room Policies:**

##### ***Classrooms***

- Classrooms are available for reservation by MSU faculty, staff, or students.
- Classrooms can be reserved and used ONLY during periods other than those previously assigned by MSU's Registrar's office for courses.

##### ***Conference Rooms***

- Students may not reserve these rooms.

##### ***Study Rooms***

- Study rooms are not available for reservation. Study rooms are on a first-come, first-served basis.

#### **II. General Reservation/Use Room Policies:**

- After courses, room reservations are granted based on availability and on a first-come, first-serve basis. If there are meetings reservations at conflicting times, priority for room use will go to (a) faculty, staff, and students conducting Civil & Environmental Engineering, (b) Bagley College of Engineering, and (c) informal use by other MSU faculty, staff, and students.
- Faculty, staff, and students may reserve the rooms by filling out the "Reservation/Use Room Form" available online at: <https://www.cee.msstate.edu/>.
- Submitting a request does not guarantee a room reservation. The request must be approved by a CEE department rep.

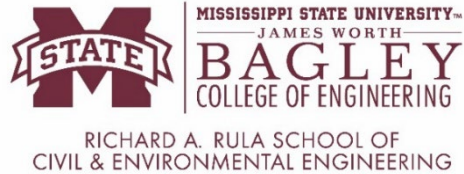
#### **III. Room Reservation**

- All reservations must be made two (2) weeks ahead of time.
- You must be affiliated with Mississippi State University to reserve a room.
- You will be granted room access via your "netid card".

- A new “Reservation/Use Room Form” must be resubmitted if the date, time, or requested facility changes for any reason.
- If you no longer need a reserved space, please cancel so others can use it.
- Reservation transfers between individuals or groups are prohibited. The original reserving party will be held responsible for any damage or issues during their reservation period.
- Rooms cannot be reserved/scheduled during campus closures.

#### **IV. Room Use**

- Signs may not be posted in the hall, on doors, walls, or grass outside the building. The building liaison's approval is required before posting signs on bulletin boards.
- Equipment, chairs, and tables must be returned exactly as they were arranged when the group arrived.
- If whiteboards are used, they should be cleaned at the close of the meeting.
- Equipment used during the event should be turned off at the end of the session.
- If food or beverages are served, please be sure that cleanup is completed and that all items have been put in the trash.
- Candles, incense, or flammable items are strictly prohibited in classrooms.
- Disturbance of academic classes (e.g., loud music, congregating in common areas) will not be tolerated.
- The number of attendees (users) of all meetings and/or events must not exceed the lesser of the stated room capacity listed on your confirmation email or the number of attendees you initially requested.
- Any group or individual whose request has been approved must confine its activities to the approved facility, i.e., the approved room or rooms.
- When using CEE room facilities (computer, TV, etc.), you must adhere to Mississippi State University's policy on Use of Information Technology Resources, including refraining from illegal downloading or sharing of copyrighted materials; using IT resources to harass or threaten others; downloading or displaying obscene or pornographic material; accessing (or attempting to access), altering, interfering with the operation of, damaging, or destroying all or part of any IT resource; using (or attempting to use) someone else's account, password, access code, or other credentials, or electronically impersonating others; commercial advertising or political campaigning.
- All groups must adhere to the university code of conduct:  
<https://www.policies.msstate.edu/sites/www.policies.msstate.edu/files/91100.pdf>
- Failure to follow this policy and care for the rooms may result in disciplinary action (financial fines, dean of students, etc.) and the loss of scheduling privileges.



## Reservation/Use Room Request Form

Name:

\_\_\_\_\_  
First Last

Phone:

MSU Email:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Reservation (Date/Time):

\_\_\_\_\_  
From To

Requested Room:

Estimated # of Attendees:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Event/Meeting/Activity Description:

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\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Do you plan to provide food? If so, please give details:

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\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Requesting Signature

NetID

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Approval Signature

Date

Submit this form via email to Merri Kilpatrick ([kilpatrick@cee.msstate.edu](mailto:kilpatrick@cee.msstate.edu)) for approval.