

**MISSISSIPPI STATE UNIVERSITY**  
**Mississippi Agricultural & Forestry Experiment Station**  
**MAFES Conference Center**  
**Guidelines for Facility Use**

The conference center eating area will seat 60-85 (85 is the capacity). Tables are set up along each side of the facility with six chairs at each table. *If your party moves any of the tables and chairs, you must return them to the original set-up.* Extra tables are available and can be set up in the center of the room for serving. There is an ice machine, a freezer and a refrigerator for use. Please do not leave food in the refrigerator or freezer. If your caterer leaves food and food containers for your function you must take them with you at the end of your function.

The conference center has a conference room area that will seat 25-30 located on the South side of the building. This area can be used without using the rest of the building. It is equipped with a long conference table with a projection screen.

The covered area/shed on the northeast side of the center is to be used for all cooking. **NO COOKING IS ALLOWED INSIDE THE CONFERENCE CENTER AT ALL IN ANY TYPE OF APPLIANCE.** The shed has overhead lights, electric outlets and a water faucet. All debris should be removed from the ground under the shed. If you bring your own grill or cooker, you must remove it when you leave. If it is too hot to take on the day you reserve the center you may leave it until the next morning, but it **MUST** be removed by 9:30 the next morning.

The conference center should be left clean of any paper products, food or garbage that is used at events. All garbage should be removed from the premises. Please do not throw ANY shrimp/crawfish shells outside.

The facility should be locked upon your departure.

If you have any questions please contact Facility Coordinator (662-325-0866). Office hours are 8:00 a.m. until 4:30 p.m., Monday through Friday. In the event of an after-hours emergency, call the facility coordinator.

\_\_\_\_\_ Responsible Party Initials