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Mississippi State University Old Main Academic Center Policies and Procedures

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Mississippi State University Old Main Academic Center



Policies and Procedures



Mississippi State University

Old Main Academic Center

Policies

General

The primary purpose of the Old Main Academic Center is to provide classroom, research, and study space for Mississippi State University faculty and students. The University Libraries is responsible for the overall administration of the Old Main Academic Center, and Parking Services is in charge of the Old Main Academic Center parking garage.

The MSU Office of the Registrar is responsible for scheduling classes in Old Main Academic Center. When the classrooms are not being used for specific classes, MSU faculty and staff may request to reserve a classroom for meetings, presentation, and special academic events by submitting an online room reservation form online at <http://library.msstate.edu/oldmain>. Requests will be reviewed and approved by the Old Main Academic Center Coordinator and the Dean of Libraries.

Old Main Academic Center is not available for private events or for groups and individuals not affiliated with the University.

To support the collegial atmosphere food and drinks are permitted through the common areas of the Old Main Academic Center.

This food and drink policy requires the assistance of building users in maintaining a neat and clean environment in this beautiful facility. You can assist us by:

- Containing drinks in bottles that can be reclosed or in other spill-proof containers such as travel mugs or sports bottles to avoid accidental spills
- Disposing of trash and empty containers properly



Classroom Use

The Office of the Registrar will schedule regular academic classes for the Old Main Academic Center.

Classrooms can be scheduled for use by MSU faculty and staff. These will be considered on a case-by-case basis.

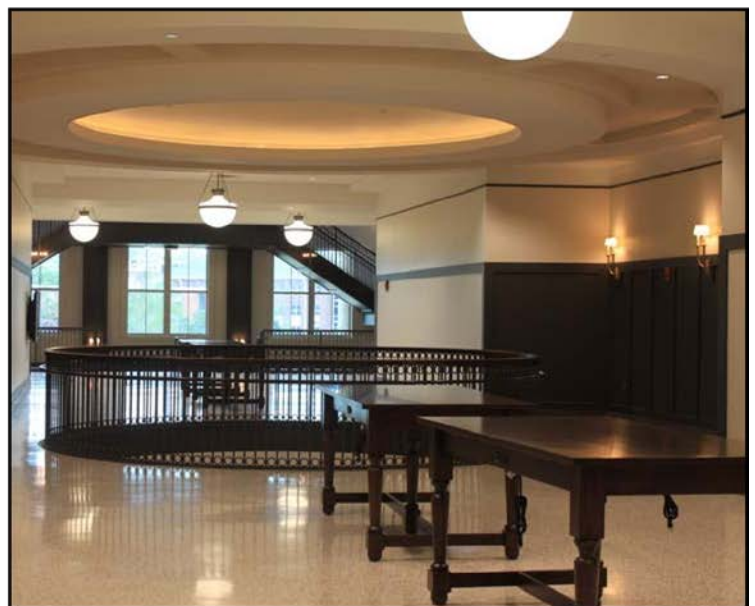
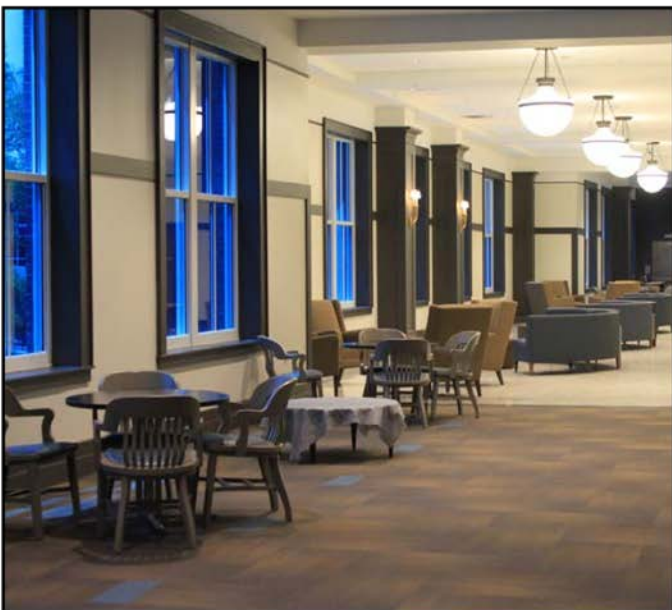
Unless pre-approved by the Dean of Libraries, no catered events will be allowed in the classrooms.

Group Study Room Use

- Group study rooms are intended to provide unique space for collaborative work and study for classroom or research related activities. These rooms may not be used for semester-long instruction or office hours.
- Rooms can be reserved for up to two hours using the online reservation system located on the Old Main website.
- If a room has not been booked, the room can be used on a first-come, first-served basis; however, if it is booked by someone else, those in the room will have to vacate.
- Rooms can be reserved up to 2 weeks in advance.
- Rooms are for groups of two or more people.
- Rooms must be left in as found, and all trash must be placed in a waste bin.
- If patrons are using a room equipped with a TV, they must keep the volume at an appropriate level □□
If a person is alone in a group study room, the room must be vacated if a group asks to use it.
- 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

Dry-erase marker and eraser packs are available for check out at the Circulation Desk.

Please report any violation of these policies to the Old Main Academic Center staff.



Turner Wingo Auditorium

The Office of the Registrar is responsible for scheduling the Auditorium for classroom use. The Auditorium can be reserved by MSU faculty and staff to hold lectures, seminars, special events and performances.

When the Auditorium is not being used for specific classes, MSU faculty and staff may request to reserve the auditorium special academic events by submitting an online room reservation form online at <http://library.msstate.edu/oldmain>. These requests will be reviewed and approved by the Old Main Academic Center Coordinator and the Dean of Libraries. Old Main Academic Center is not available for private events or for groups and individuals not affiliated with the University.

Auditorium Use Policies

- The use of the auditorium is subject to a rental fee.
- Requests can be submitted for use of the facility on weekends but may require additional fees.
- The auditorium is available for reservation by MSU faculty or staff during normal operating hours on a first-come, first-served basis.
- Those responsible for reserving the room must agree to clean up following their event including picking up all trash before vacating the premises.
- Requests for the use of the auditorium must be made in advance. Functions will be approved on an availability and priority basis.
- Limited food and beverage service is allowed but requires prior approval.
- Failure to follow the policies and take care of the rooms could result in a patron's privileges being suspended.

Amphitheatre

The Amphitheatre can be reserved for use by faculty and staff. The Amphitheatre is located on the south side of the building.

- The use of the Amphitheater is subject to a rental fee.
- Requests can be submitted for use of the facility on weekends but may require additional fees.
- The Amphitheater is available for reservation by MSU faculty or staff during normal operating hours on a first-come, first-served basis.
- Those responsible for reserving the Amphitheater must agree to clean up following their event including picking up all trash before vacating the premises.
- Requests for the use of the Amphitheater must be made in advance. Functions will be approved on an availability and priority basis.
- Failure to follow the policies and take care of the rooms could result in a patron's privileges being suspended.



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