MSU Office of Research and Economic Development Meeting Room
301 Research Blvd. Starkville, MS 39759

External Use Policy and Reservations Procedures

The new Office of Research and Economic Development (ORED) building has training and conference rooms available for groups conducting business related to MSU.

Scheduling:
Reservations will be accepted on a first come, first served basis. Organizations may reserve space up to 90 days in advance, exceptions made with approval from ORED management. If an internal need arises, ORED reserves the right to withdraw its offer of conference/training usage.

Hours of Operation:
The facility is available Monday through Friday between the hours of 8:00 – 5:00 p.m. Earlier and later times may be available, based on staff availability.

Rooms Available for Use:

A. The **Large Training room** has a capacity of 35 people for classroom style events. The room has 16 6-foot tables, and wall mounted monitors.
B. The **Small Training** room has a seating capacity of 18 classroom style. The room has a wall mounted monitor.
C. The **Large Conference** room a capacity of 18 people around the conference table, equipped with wall mounted monitor.
D. The two **Small Conference** rooms have seating capacity of 9 people around the conference room table and equipped with wall mounted monitors.

Visitor Pass:
All guests are required to wear a guest pass during their visit to the office.

Audio Visual:
Instructions for using AV media and Wi-Fi information will be posted in each room.

Food and Beverage:
Complimentary coffee is available on-site for meetings. Food and non-alcoholic beverages are allowed in the training and conference rooms. If you have catering/food services, make sure a representative from your organization is available to greet the caterer when they are making the delivery. You are responsible for providing your own utensils, plates, napkins, etc. Please request caterers pick up items by the end of the business day from the ORED Butler Pantry.

Supplies and Copies:
Please bring your own meeting supplies, flipcharts, markers, paper, pens and copies you may need. Business services are not available.

Before you leave:
Please return the room to its original set up, wipe down the tables (wipes provided), and turn off equipment before you leave the room.

Parking:
Ample and free parking is available in the parking lot surrounding the ORED 301 Research Boulevard. All guests are to enter through the main door facing Research Blvd.

Office of Research and Economic Development
301 Research Boulevard
Starkville, MS 39759

Meeting Room Request Form

Name:_____ Date: _____

Title:_____

Email: _____ Phone:_____

Office: _____

Date(s) of meeting: _____

Start time: _____ Ending Time:_____

Anticipated Number of Participants:_____

Meeting Purpose:_____

_____

Will you have food/catering? ☐ Yes ☐ No Caterer Name:_____

Would you like complimentary coffee provided for your meeting? ☐ Yes ☐ No

Meeting Room Preference A. _____ B._____ C._____ D._____

See options below when requesting a meeting room:

Rooms Available for Use:

- **A.** The **Large Training room** has a capacity of 35 people for classroom style events. The room has 16 6-foot tables, and wall mounted monitors.
- **B.** The **Small Training room** has a seating capacity of 18 with six 7- foot tables. The room has a wall mounted monitor.
- **C.** The **Large Conference room** a capacity of 18 people around the conference table, equipped with wall mounted monitor.
- **D.** The **two Small Conference rooms** have seating capacity of 9 people around the conference room table and are equipped with wall mounted monitors.

Please click on the email address below to submit your forms
meetingrooms@research.msstate.edu