



ERDCWERX Facility Reservation Policy

I. Goals and Objectives

ERDCWERX welcomes facility reservations from the U.S. Army Engineer Research and Development Center (ERDC) that support innovative events and projects with a direct path to partnerships and collaboration. The use of the ERDCWERX facility to host meetings/events is funded via a Partnership Intermediary Agreement (PIA) with ERDC. ERDCWERX facility goals are to provide:

- An open atmosphere for interactions among government, industry, academia, and the public sector
- A worry-free environment for decision-makers
- Accommodations to allow attendees to create collaborative, responsive, and innovative solutions to science and technology challenges, technology transition and transfer opportunities, workforce development, and other areas of interest

II. Process

Meetings and events held at ERDCWERX are to align with the objectives of the PIA and support ERDC stakeholders by providing a collaborative engagement space to achieve their objectives.

Requests for use of the state-of-the-art facility will be reviewed and prioritized based on partnership objectives and scheduled using the following considerations:

Requests—ERDC team members may request the use of the facility. All reservation requests will be scheduled by ERDCWERX based on occupancy requirements and room availability. Requests will be made through the ERDCWERX Facility Reservation Form. The ERDCWERX

Director has the discretion to grant permission for the use of the ERDCWERX facility.

III. Room Reservations

ERDCWERX hours of operation are 8:00 am to 5:00 pm CT Monday through Friday. The facility is closed on government holidays. Any requests outside of the regular hours of operation will be considered on a case-by-case basis.

All requests must be coordinated with the ERDCWERX Events & Workforce Development Manager via one of the following ways:

Website www.erdowerx.org
 Email events@erdowerx.org
 Phone 601-618-1060

The facility offers four collaboration rooms (30/18/13/6 seats), and one auditorium (100 seats). With ERDCWERX oversight, organizational POCs are responsible for their room set-up/tear-down and reconfiguration to the original state. Additional furniture, equipment, and AV needs are the responsibility of the organization including securing equipment and payment.

ROOM OCCUPANCY

Brick	6
Cunningham	13
Green	18
Auditorium	100
Café	40
2 nd Floor	30

IV. Food Service

Any food delivery or catering services need to be coordinated and paid for by the meeting/event representative. If food is brought into the meeting/event spaces, it must be



removed or cleaned from the area before departing. A list of local food service providers or catering companies is available upon request. The use of kitchen facilities requires prior approval from ERDCWERX. The ERDCWERX kitchen is primarily used for catering purposes. Guests and personal food preparation are prohibited.

V. Guidelines for Use of Facilities

- Requests for ERDCWERX meeting/event space must be submitted through the ERDCWERX Facility Reservation Form which can be found on the ERDCWERX website. Receipt of a request form by ERDCWERX does not constitute approval. Every effort is made to evaluate each request and provide a timely response to whether an event is approved. Approval for the requested meeting/event and date/time will be confirmed in writing via email.
- Meeting requests should be submitted to ERDCWERX at least seven (7) days before the requested date.
- Smoking and vaping are strictly prohibited anywhere inside the ERDCWERX/MCITY facility.
- Any damage to the facility is the responsibility of the reserving party.
- No illegal, illicit, obscene, or demeaning activities are acceptable on ERDCWERX property.
- Children shall be under adult supervision at all times within the approved area of use.
- Since many different groups use the ERDCWERX facility, please be respectful of other groups meeting inside the building.
- Attendees for a scheduled meeting/event are prohibited to use or occupy other areas of the building outside of the approved meeting/event spaces unless approved by ERDCWERX. Use of public areas (i.e., toilet facilities, elevator) is permitted.
- Groups occupying any area will be responsible for leaving it clean and in the same condition it was found. All trash must



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Challenges are opportunities

be placed in the trash receptacles and countertop surfaces must be cleaned if used.

- Loitering in the parking areas or on the grounds before or after an event is prohibited. The premises must be vacated promptly at the conclusion of an event.
- All events must typically conclude by 5:00 pm CT unless approved by ERDCWERX in advance.
- If you wish to have the thermostat(s) adjusted during regular business hours, please notify an ERDCWERX staff member.
- Moving any existing furniture must be pre-approved by ERDCWERX staff. All equipment and furnishings that are moved shall be returned to their proper places, following the use of space.
- The kitchen is available with advance permission and scheduled meetings/events which require food service support. Any exceptions must be pre-approved by ERDCWERX staff.
- Displays and indoor decorations should be limited to those that are free-standing or can be placed on tables or bulletin boards. No hanging, taping, stapling, tacking, or gluing of any materials on the interior or exterior walls of the buildings will be permitted.
- Any reconfiguration of the ERDCWERX-provided audio-visual equipment may only be performed by ERDCWERX staff.
- Accidents affecting persons or property must be reported immediately to an ERDCWERX staff member.



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VI. Facility Disclaimer

The Mississippi Center for Innovation and Technology (MCITY) is a multi-tenant facility. From time to time, there could be high levels of noise, interruption of elevator usage, and other unforeseen circumstances. ERDCWERX will

work to minimize any disruptions to your event, but cannot guarantee satisfactory resolution.

Location—ERDCWERX is located at 1622 Washington Street, Suite 300 (3rd floor), inside MCITY. The entrance to ERDCWERX is located on Mulberry Street (Dr. Briggs Hopson Blvd.).



Brick Room



Green Room



Cunningham Room



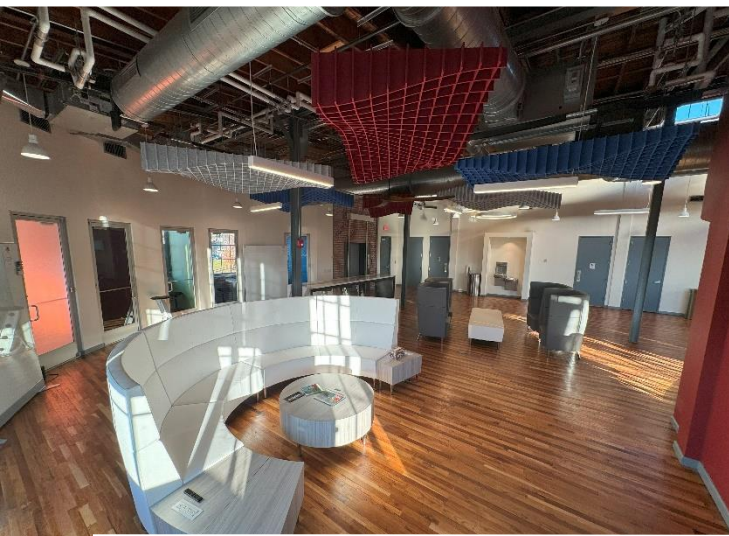
Auditorium



Café



2nd Floor



Huddle Space



Huddle Space