# Facility Use Guidelines

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## Purpose

Dickinson State University (DSU) facilities and grounds can be used for the purpose of programs and events that support the institution's mission and vision.

It is recommended that events held on campus support the academic program and foster the education role and mission of DSU and that one or more of the following conditions apply:

- Advances the interests of the college.
- Promotes the general visibility of the college, bringing favorable notice or publicity.
- Promotes the relationship of the college with business partners and friends of the DSU Heritage Foundation.
- Provides opportunity for community outreach and economic prosperity of the region.
- Represents an opportunity for revenue enhancement of the college.

The Henry Biesiot Activities Center (BAC) is an event center and has its own rental policies, procedures, and fee schedule.

## General Guidelines

- Events or circumstances not covered in these procedures may be subject to special consideration and stipulations as deemed appropriate by DSU staff.
- Any violations of these procedures may result in forfeiture of future rental privileges of DSU facilities, financial liability for damages, and/or removal from the DSU campus.
- DSU retains the right to close any event due at its discretion.
- DSU reserves the right to amend these procedures as deemed necessary without notice

## Facility Operations

- Facility Operations is open during regular business hours 7:45 am – 4:30 pm (Mon-Fri) during the school year and summer hours 7:30am – 4:00pm (Mon-Fri) to assist with reservation requests.
- Facility Operations can be reached by calling 701-483-2148 or emailing dsu.facilities@dickinsonstate.edu

## Event Request and Agreement

Until DSU approves an Event Request Form and a Facility Usage Agreement is fully executed, there is no legal or binding agreement between DSU and the Event Sponsor making the request.

The Event Sponsor shall not advertise the event location until DSU has fully approved the submitted Event Request Form and has been in contact with the Event Sponsor about the confirmation of the space. Advertising such event(s) prior to this time may jeopardize future use of DSU facilities. DSU is not responsible or liable for costs/damages associated with advertising, printing, etc.

### Request Process

- Events should be requested through the DSU Event Request Form online. Once the form is received, the representative from DSU Facility Operations will contact the interested party to discuss room availability, technical needs, estimated fees, insurance requirements and rental procedures.
    - Event Request Forms should be submitted at least 7 business days in advance of the

event. Exceptions may be approved at the discretion of facility operations.
    - Dorothy Stickney Auditorium requires additional approvals, fees, and should be requested at least six months advance notice. Events requested fewer than 6 months in advance may not be approved.
- The Facility Operations will provide a Facility Usage Agreement to the Event Sponsor, with the agreed upon dates, times, space, and estimated charge.
- The Event Sponsor will print, sign, and initial the agreement and return the signed agreement to facility operations.
- Reservations will be confirmed via email by facility operations.
- Facility Operations must receive written notification regarding agents working on behalf the Event Sponsor.

## Fees and Billing

- Invoicing occurs after the event and terms are Net 30 from date of invoice;
- Billing for events is done on the basis of actual time (beginning with agreement starting time, including set up time, and ending at the time the facility is clear and restored to original condition), equipment requested and/or used, and personnel necessary for the event.
- If there are changes or additions to the event, the user (Event Sponsor) shall bear any additional expenses.
- An estimate of charges will be assigned upon review of the application.

## Cancellations

- If it is necessary to cancel an event, the Facility Operations must be notified no later than five (5) business days prior to the scheduled event. Cancellation fees are outlined in the Facility Usage Agreement.
- All date and time changes/cancellations are required to be received in writing.

## Facility Use and Services

### Audio Visual/Equipment

- Audio Visual Equipment can be requested through Facility Operations at the time of filling out the Event Request Form and up to 48 hours prior to the event.
- Any changes or alterations to equipment setup or operations at the time of the event may incur additional fees. This includes the cancellation of any equipment deemed necessary by the Event Sponsor of the event.
- Any equipment requirements that go above and beyond what DSU already has in-house, must be approved by Facility Operations and be organized by the Event Sponsor requesting such service(s).
- Event Sponsor must provide a list of outside rental equipment to the Facility Operations at least one month in advance of the event.

### Box Office and Ticket Sales

- Event Sponsors are to provide their own ushers/ticket takers.

## Decorating

- The Event Sponsor may not attach anything to the walls, windows, doors, or exteriors anywhere on campus without prior approval from facility operations.
- Glitter is not allowed.
- All signs posted must be on stands provided by DSU and stands requests should be included with the facility usage agreement.
- DSU has adopted a campus advertising policy. Individuals wishing to advertise an event on campus should contact the Office of Communications and Public Affairs (May Hall 309). Please call 701-483-2787 or send an email to dsu.communications@dickinsonstate.edu

## Food Service

- No outside food is allowed. Right of first refusal is given to Sodexo. Please call them at 701-483-2014. All linens can be arranged through Sodexo with the exception of university branded table cloths.

## Internet

- A secured guest wireless internet connection is available. Please let the Facility Operations know that you will need wireless internet connection.
- Guests need to sign the guest login sheet which is retained by Facility Operations.

## Parking

- Parking regulations are enforced seven days a week.
- Parking is permitted in marked spaces in "Student/Visitor" lots only.
- The loading ramp behind Dorothy Stickney Auditorium is for loading/unloading or accessible parking only. A map of accessible entrances can be found online at: http://www.dickinsonstate.edu/community/community-resources/

## Photography

- DSU reserves the right to take photographs of events for its own records and for future promotional materials.
- By visiting, being employed by, or being present at public events, you authorize the use and reproduction by the university, or anyone authorized by the university, to any photo and videos or taken while on Dickinson State University property, without compensation. All negatives and positives, photo and video, prints and digital files shall constitute Dickinson State University property, solely and completely.
- Questions about DSU photography guidelines should be addressed to the Office of Communications and Public Affairs (May Hall 309). Please call 701-483-2787 or send an email to dsu.communications@dickinsonstate.edu

## Room Set Up

- Room Rental fee includes set up, tables, and chairs. Once approved, any changes to the room setup should be made five (5) business days prior to event to allow time for revisions, approval, and communication for setup.

- After setup is physically completed, there may be a fee for each setup change depending on the room.
- For room setup options, inquiries concerning a floor plan for a possible event location or any specific set up arrangements please provide details and/or floor plan to the Facility Operations for approval. Room setup details are required at least a week before the event.

### Advanced Shipment of Equipment and Materials

- Advanced shipments of freight, equipment or materials, other than promotional items, must be approved prior to the event date by Facility Operations. Arrangements can be made with a local shipping vendor to store materials.
- DSU will not be held responsible or liable for any freight or materials shipped and stored in the facility preceding an event.
- It is the responsibility of the Event Sponsor to package and contact shipping companies for return shipment after the event.
- All event freight/materials must be shipped out the final day of the event or the Event Sponsor may be subject to a storage charge.

## Liability

Event Sponsor will hold DSU harmless and indemnify it against any public liability and/or property damage liability which may arise or accrue by reason of the use of the premises by the Event Sponsor.

### Insurance

- The Event Sponsor shall furnish to the university certificates of insurance and a copy of the additional insured endorsement showing DSU as an additional insured.
- The coverage must be for a minimum of $1,000,000.00 of liability. The certificate of insurance must be received by the Facilities office at least 30 days prior to the scheduled event or the agreement and the event may be cancelled.

### Personal Property

- DSU is not responsible for damage or loss of any merchandise, equipment, clothing, or other valuables left at any event. Any property left in the facility shall, after a period of two (2) business days from the last day of use hereunder, be deemed abandoned and shall become property of DSU to be disposed of or utilized at the University's sole discretion.

### Trash / Facility Damages

- All areas must be restored by the Event Sponsor to its original condition at the conclusion of each event, unless prior arrangements have been made with the Facility Operations to schedule a clean-up time after the event.
- Waste should be placed in the proper receptacles provided for in rooms and hallways.
- Damages or excessive trash may result in additional charges.

## Policies and Compliance

### Americans with Disabilities

- DSU facilities are ADA compliant.

- Accessible entrances are available in each building. A map of accessible entrances can be found online at: http://www.dickinsonstate.edu/community/community-resources
- Event Sponsors should work to maintain ADA and fire safety compliance.

## Animals

Dickinson State University prohibits animals in university-controlled buildings except for those animals that are specifically exempted by guidelines in DSU Policy 916.001. Questions about this policy should be directed to Facility Operations.

## Fire Safety

- No fire is allowed in any campus buildings or grounds. This includes candles, incense, lamps, barbeques, etc.
- Doors, hallways, and aisles may not be obstructed by equipment or people.
- At no time may any spaces be filled to over permitted capacity. See Facility Operations for capacity information.

## Alcohol and Tobacco Information

- Dickinson State University prohibits the use of tobacco on campus property at all times. Tobacco usage includes all tobacco products, including, but not limited to: cigarettes, cigars, pipes, e-cigarettes, chewing tobacco, snuff, smokeless pouches, and other forms of loose-leaf tobacco. This prohibition includes indoors, outdoors, and college/state vehicles. This policy applies to all employees, students and visitors. Event Sponsor shall take reasonable precautions to prevent the possession and/or use of tobacco product in the room or facilities rented by Event Sponsor.
- No liquor is allowed on college premises, unless authorized by the President pursuant to ND State Board of Higher Education Policy 918 https://www.ndus.edu/makers/procedures/sbhe/default.asp?PID=18&SID=10

## Selling Items

- Ventures, other than University sponsored or affiliated events, may not sell merchandise or fundraise, without prior approval and permits.