



Facility Use Guidelines

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34 **Purpose**

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

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

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

45
46 The Henry Biesiot Activities Center (BAC) is an event center and has its own rental policies, procedures,
47 and fee schedule.

48 **General Guidelines**

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

55 **Facility Operations**

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

60 **Event Request and Agreement**

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

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

67 **Request Process**

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

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

84 Fees and Billing

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

92 Cancellations

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

97 Facility Use and Services

98 Audio Visual/Equipment

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

109 Box Office and Ticket Sales

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

111

112 **Decorating**

- 113 • The Event Sponsor may not attach anything to the walls, windows, doors, or exteriors anywhere on
- 114 campus without prior approval from facility operations.
- 115 • Glitter is not allowed.
- 116 • All signs posted must be on stands provided by DSU and stands requests should be included with
- 117 the facility usage agreement.
- 118 • DSU has adopted a campus advertising policy. Individuals wishing to advertise an event on campus
- 119 should contact the Office of Communications and Public Affairs (May Hall 309). Please call 701-
- 120 483-2787 or send an email to dsu.communications@dickinsonstate.edu

122 **Food Service**

- 123 • No outside food is allowed. Right of first refusal is given to Sodexo. Please call them at 701-483-
- 124 2014. All linens can be arranged through Sodexo with the exception of university branded table
- 125 cloths.

126 **Internet**

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

130 **Parking**

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

137 **Photography**

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

149 **Room Set Up**

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

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

158 **Advanced Shipment of Equipment and Materials**

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

168 **Liability**

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

171 **Insurance**

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

177 **Personal Property**

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

182 **Trash / Facility Damages**

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

188 **Policies and Compliance**

189 **Americans with Disabilities**

- 190 • DSU facilities are ADA compliant.

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

194 **Animals**

195 Dickinson State University prohibits animals in university-controlled buildings except for those
196 animals that are specifically exempted by guidelines in DSU Policy 916.001. Questions about this
197 policy should be directed to Facility Operations.
198

199 **Fire Safety**

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

205 **Alcohol and Tobacco Information**

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

215 **Selling Items**

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