

1 **FACILITY USE AND RENTAL**

2
3 DSU Policy No. 916.003

4
5 DSU Policy Manual: <http://www.dickinsonstate.edu/policymanual>

6
7 DSU Forms: <http://www.dickinsonstate.edu/forms>

8
9 Reference Documents: DSU Facility Use Guidelines; Facility Fee Schedule

10
11
12 Dickinson State University (DSU) facilities and grounds can be used for the purpose of programs
13 and events that support the institution's mission and vision.

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

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

22
23 The Henry Biesiot Activities Center (BAC) is an event center and has its own rental policies,
24 procedures, and fee schedule.

25
26 DSU Facility Operations manages facility usage for the university's students, faculty, staff and
27 the community for educational, civic or cultural interests, ensuring that such use will foster the
28 educational role and mission of DSU.

- 29 1. Activities are scheduled on a first-come, first-served basis, with DSU activities always
30 having first priority.
- 31 2. The Vice President for Finance and Administration and the DSU Director of Facility
32 Operations have signature authority for the Facility Usage Agreement.
- 33 3. DSU retains the right to close any event due to violations of law, DSU policy, or the
34 Facility Usage Agreement. Events can be cancelled or closed without notice.
- 35 4. The Event Sponsor will hold DSU harmless and indemnify it against any public liability
36 and/or property damage liability which may arise or accrue by reason of the use of the
37 premises by user.
- 38 5. The Event Sponsor shall furnish to the university certificates of insurance and a copy of
39 the additional insured endorsement showing DSU as an additional insured.

- 40 6. DSU will determine the need for custodial, security, and/or other personnel that may be
41 required to support an event. Hourly charges for additional staff, if any, will be assigned
42 upon review of the application. There may also be additional charges for the use of
43 university equipment. The expenses that are incurred for such services are the
44 responsibility of the Event Sponsor.
- 45 7. Dickinson State University prohibits the use of tobacco on campus property at all times.
46 Tobacco usage includes all tobacco products, including, but not limited to: cigarettes,
47 cigars, pipes, e-cigarettes, chewing tobacco, snuff, smokeless pouches, and other forms of
48 loose-leaf tobacco. This prohibition includes indoors, outdoors, and college/state
49 vehicles. This policy applies to all employees, students and visitors. Event Sponsor shall
50 take reasonable precautions to prevent the possession and/or use of tobacco product in the
51 room or facilities rented by Event Sponsor.
- 52 8. No liquor is allowed on college premises, unless authorized by the President pursuant to
53 ND State Board of Higher Education Policy 918
54 <https://www.ndus.edu/makers/procedures/sbhe/default.asp?PID=18&SID=10>
- 55 9. A five (5) business day notice is required of a facility cancellation. Cancellations must be
56 given in writing and failure to notify DSU may result in a cancellation fee.
- 57 10. Food and beverage service must be contracted through Sodexo Food Service. Sodexo has
58 right of first refusal prior to any off-site vendors being approved. If a food or beverage
59 order has been placed with Sodexo Food Services, cancellation must be made directly
60 with the manager of Sodexo in accordance with their policies.
- 61 11. North Dakota Open Meeting Law applies.
- 62 12. Event Sponsors must adhere to the DSU Facility Use Guidelines and DSU Policies.
- 63 13. Rental fees are set by the Office of Facility Operations and can be updated as needed.
- 64 14. Exceptions to this policy must be approved by the President, Vice President for Finance
65 and Administration or designee.

66

67 Policy History

68