

General Policy - Facilities Usage and Fees

Facilities Usage and Fees Policy:

Bismarck State College facilities are to be used: (1) for the benefit of College-related student-centered activities, (2) for other College-related activities, and (3) for use and rental to other organizations for business related functions.

Activities are scheduled on a first-come, first-served basis, with BSC activities always having first priority.

Standard Building Rental Regulations:

1. Bismarck State College functions shall have first priority.
2. Ventures, other than College sponsored or College affiliated events, where tickets are sold, (prior to, or at) or fees are charged, or contributions are solicited for fund raising are not permitted. Exceptions may be made for non-profit, civic organizations.
3. The Vice Presidents assigned responsibility for the various usage areas may make exceptions to this policy and/or prescribe additional regulations and fees governing the usage of their assigned areas and provide for billing and collection of fees and charges.
4. Controlled substances, smoking, and/or the use of chewing tobacco are prohibited anywhere in BSC buildings, on BSC property, or BSC rented property by employees, students, and visitors.
5. No liquor is allowed on college premises, unless authorized by the President pursuant to ND State Board of Higher Education Policy 918 (<http://www.ndus.edu/policies/sbhe-policies/policy.asp?ref=2246>).
6. Special permission must be obtained for decorating, installing equipment, moving furniture, etc. Such decoration or equipment must be removed from the college premises **immediately** after the activity.
7. Use of facilities does not include use of college equipment unless specifically requested and approved by the college.
8. Food and beverage service must be contracted through BSC Food Service. Food or beverages from off-site providers are not permitted.

9. North Dakota Open Meeting Law applies.
10. College personnel must be on duty when any facility is used after hours. Expenses incurred for such personnel services are the responsibility of the user of the facility.
11. Facility use by college employees will be on a case-by-case basis at the discretion of the Vice President assigned responsibility for the various usage areas. If the activity is a College sponsored event held after hours, a staff member may be appointed to substitute for the maintenance/custodial staff person.
12. Private parties will not be permitted to use campus facilities for functions such as wedding receptions, reunions, baby or bridal showers, etc.
13. Lessee will hold BSC 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 user.
14. A 24 hour notice is required of a facility cancellation. Failure to notify BSC at least 24 hours in advance of a scheduled reservation will result in a cancellation fee in the amount of one-half the customary room rental charge.
15. BSC Campus Information Office personnel have signature authority for the Building Rental Agreement.

Rental Fees:

		Rental Rates		Room Layout Options & Capacities			
Room		Full Day Rental	1/2 Day Rental	Rectangle	U-shape	Classroom	Theatre
Student Union	Alumni	\$75.00	\$40.00	30	28	27	42
	Flickertail	\$50.00	\$25.00	16	12	20	26
	Foyer	\$50.00	\$25.00	Can fit 4 tables upstairs & 1 downstairs			
	Missouri	\$120.00	\$65.00	22 Round tables - 132 capacity			200
	Prairie	\$100.00	\$55.00	40	35	70	100
NECE Conf. Room	335	\$200.00	\$110.00	n/a	27	36	n/a
Classroom		\$75.00	\$40.00	various sizes			
Smart Classroom		\$135.00	\$75.00				
Armory	Gymnasium	\$400.00	\$300.00	Seating Capacity is 576			

Schafer Auditorium	112	\$400.00	\$300.00	Capacity is 430
NECE Auditorium	304	\$400.00	\$300.00	Capacity is 160
NECE 4th Floor		\$400.00	\$300.00	Capacity is 400
Tech Support Charge		\$180.00	\$40/hr	

	Hourly Rate
Computer Lab	\$75 per hour
Technician Fee	\$40 per hour

Custodial rate of \$20 per hour (minimum of 2 hrs is added to non-campus weekend events)

Extra Equipment & Rates (per day)		
Equipment	Amount Available	Cost
Cordless Microphone	1	\$40.00
DVD Player		n/c
Flipchart		n/c
LCD Projector	4	\$60.00
Overhead	3	\$15.00
Piano		\$40.00
Portable PA Speaker	2	\$40.00
Tape recorder	2	n/c

History of This Policy:

First policy draft October 18, 1982.

Revisions: December 3, 1985; February 5, 1987; June 1, 1990; November 27, 1990; November 7, 1991; June 2, 1993; August 9, 1994; August 7, 1997; July 15, 1998; January 10, 2003; January 12, 2004; May 31, 2005; December 2, 2008.