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*<https://bismarckstate.edu/community/communitysub/rental/>*

# **Facility Use Guidelines & Information**



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## Advertising/Publicity

- Until Bismarck State College approves a Facility Application Form and a formal Facility Usage Agreement is fully executed, there is no legal or binding agreement between Bismarck State College and the Lessee making the request.
- Lessee shall not advertise about the event location until Bismarck State College has fully approved the submitted Facility Application Form and has been in contact with the Lessee about the confirmation of the space. Advertising such event(s) prior to this time may jeopardize future use of Bismarck State College facilities.
- Bismarck State College reserves the right to take photographs of events for its own records and for future promotional materials.

## Alcohol Information

- All applicants that wish to distribute, serve, or consume alcoholic beverages in a Bismarck State College facility must see "Alcohol Permit Information" for further processing instructions.
- If alcohol is found at a non-alcoholic event, violation will result in the immediate closure of the event.
- Security is required as per Bismarck State College Security & Emergency Information.

## Americans with Disabilities

All Bismarck State College facilities are ADA compliant.

## Animals

Animals and pets are not permitted in any Bismarck State College facility except as when used as a service animal or may be part of a certain training or class occurring on the Bismarck State College campus.

## Audio Visual/Equipment

- No outside AV Vendors are allowed. Right of first refusal given to BSC Audio Visual Services Department at 701-224-5674. Extra fees will apply if an outside vendor is used.
- Audio Visual Equipment can be requested through the Campus Scheduling Associate at the time of filling out the Facility Application Form and up to 72 hours prior to the event.
- Any changes or alterations to equipment setup or operations at the time of the event will incur additional fees. This includes the cancellation of any equipment deemed necessary by the Lessee of the event.
- Any equipment requirements that go above and beyond what Bismarck State College already has in-house will then be obtained through an outside vendor and the costs and arrangements will be organized by the Lessee requesting such service(s). The Lessee and outside vendor will be required to work with our Audio Visual Staff to ensure compatibility with any equipment requests.
- If your organization is bringing in any type of equipment (other than laptops), please contact the Campus Scheduling Associate at 701-224-5686 to grant access to use it on the BSC campus.
- You will need to provide your own laptops and the necessary equipment to connect. BSC will not be able to provide laptops or equipment.
- Once a request is approved, if your event requires technical assistance, it is highly recommended that you contact the Instructional Technology Coordinator at 701-224-5484 before the event for a free consultation during business hours to ensure the capability and use of equipment.

## **Campus Scheduling Associate**

The Campus Scheduling Associate is available during regular business hours 8:00 am-4:00 pm Monday through Friday to assist with reservation requests. Any events scheduled in the evenings or on Saturdays (no external events on Sunday's) will be subject to a \$70/hour fee.

## **Cancellations**

- If it is necessary to cancel an event, the Campus Scheduling Associate must be notified no later than five (5) days prior to the scheduled event. If the five (5) business day notification is received and acknowledged by the Campus Scheduling Associate, there will be no charges to the Lessee.
- All date and time changes/cancellations are required to be received either by email or by verbal communication. Notices must be received during normal business hours (see Hours of Operation) prior to the event.
- Events not cancelled within the five (5) business day notification period will result in a cancellation fee in the amount of one-half the customary room rental charge.
- Groups or organizations that fail to show for a scheduled event will be sent an invoice for a full day rental charge for the room scheduled.

## **Computer Labs**

For BSC Computer Labs, you are required to contact the Computer & Support Services Manager at 701-224-5519 prior to the reservation date.

## **Contract**

A contract will be emailed the month before the event. A signed contract must be returned no LATER than five business days of the event. We will not be able to accommodate your event or future requests unless the facilities usage contract has been filled out, completed, signed and sent back within the allotted time frame.

## **Damages**

- Bismarck State College staff will inspect leased areas prior to reservation time and following the event.
- Damages should be reported immediately to the Campus Scheduling Associate.
- Damages to Bismarck State College's property or equipment shall be the responsibility of the Lessee and/or the person or organization causing such damage. Extensive damages may result in forfeiture of future reservations with Bismarck State College.

## Decorations

- Special decorations need to be pre-approved by the Campus Scheduling Associate prior to the scheduled event.
- Adhesive-backed decals and stickers may not be attached to any facility surface at Bismarck State College.
- Command strips, glue, hooks, nails, pins, putty, screws, staples, tacks, and tape are prohibited on any surface.
- Do not affix any items to the ceiling, doors, columns, painted walls, furniture, semi-permanent walls, light fixtures, mirrors, or windows.
- Fog and/or smoke machines are prohibited at Bismarck State College.
- No use of any dance floors is allowed or is able to be rented to be placed on any premises for any event on the Bismarck State College campus.
- Only freestanding decorations are permitted.
- Peg board strips are available in many rooms. Please use whenever possible.
- The use of candles and open flames and incense is not permitted within any rooms on the Bismarck State College campus.
- The ONLY approved tape for use at Bismarck State College is industry standard gaffer tape. Tape removal from all areas of the facility is the responsibility of the Lessee and if proper removal does not occur, labor fees may be assessed.
- Use of any of including, **but not limited**, to the following is strictly prohibited at Bismarck State College; Violation will result in forfeiture of future reservations with Bismarck State College.
  - **Balloons**
  - **Confetti**
  - **Rice**
  - **Birdseed**
  - **Glitter**
  - **Sand**
  - **Bubbles**
  - **Open flame (candles)**
  - **Toilet paper**
  - **Cans of silly string**
  - **Processed snow**

## Facility Application Form

- All organizations shall be required to submit a Facility Request Application. NOTE: We do not accept rental agreements by a third party. Subleasing of our facilities is not allowed. Any violation may result in immediate cancelation of the event and/or may result in forfeiture of future reservations with the college.
- A copy of the application (approved or rejected) must be kept on file with the Campus Scheduling Associate.
- Reservation requests can be made up to one year (12 months) in advanced. A **MINIMUM** of one (1) month notice is required. Non-discounted reservations for NECE rental rooms may be reserved up to a year and half out with a \$250 non-refundable deposit due with the application and payable by check only. No credit card payments will be accepted.
- All prices are subject to change.
- Charges are based upon the arrival and departure times stated on the application. Early access to rooms for setup and/or storage is not permitted unless you have prior approval from the Campus Scheduling Associate. Additional room charges will apply.
- Minimum rental time for each facility is two (2) hours. If not noted, a half hour before and after the event will be added.
- Rooms cannot be held or reserved without an approved application.
- The number of attendees cannot exceed the capacity number by room setup listed on the Facility Fee & Capacity Worksheet due to fire code.

## Facility Usage Policy

Bismarck State College reserves the right to add, delete, or modify the policy & guidelines regarding use of Bismarck State College facilities at any time.

## Floor Plans

- Room Rental fee includes set up, tables, and chairs. Once approved, any changes to the room setup should be made five (5) days prior to event to allow time for revisions, approval, and communication for setup. After setup is physically completed, there will be a \$225 or \$75 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 Campus Scheduling Associate for approval ([bsc.facilityreq@bismarckstate.edu](mailto:bsc.facilityreq@bismarckstate.edu)).
- Room setup details are required at least a week before the event.

## Food Service

No outside food is allowed. BSC Food Service has first right of refusal for all events taking place on campus. If your event will include food, please fill out the [Mystic Marketplace Catering Form](#) and the BSC Food Service Manager will be in contact with you. Here is the [catering menu](#).

## Hours of Operation

Bismarck State College facilities follow these hours of operation:

<b>Fall 2018 – Spring 2019</b>	<b>August 20 – May 10</b>	<b>Monday – Thursday</b>	<b>8:00 am – 10:00 pm</b>
		<b>Friday</b>	<b>8:00 am – 4:00 pm</b>
<b>Summer 2019</b>	<b>May 13 - August 26</b>	<b>Monday – Friday</b>	<b>8:00 am – 4:00 pm</b>

- Buildings will only be open after hours or on Saturdays if there is a scheduled event through the Campus Scheduling Associate (701-224-5686). Custodial charges will apply.
- Bismarck State College entrusts that the Lessee will adhere the hours noted on the Facility Usage Agreement. Any notification of Lessee arriving earlier or staying past the hours noted on Facility Usage Agreement will be subject to additional rental and/or custodial fees.
  - Bismarck State College facilities are closed on all state holidays. They may also be closed on other days throughout the year at the discretion of the Bismarck State College President.

## Internet

An unsecure guest wireless internet connection is available.

## IVN

For IVN, contact the Instructional Technology Coordinator at 701-224-5484. Once an IVN room has been determined, an application may then be submitted.

## Liability

- Bismarck State College 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) days from the last day of use hereunder, be deemed abandoned and shall become property of Bismarck State College to be disposed of or utilized at Bismarck State College's sole discretion.
- Prior to the event, provide BSC a Certificate of Liability Insurance with Bismarck State College listed as an additional insured. The minimum limits of liability required for general liability and automobile liability are \$250,000 per person and \$1,000,000 per occurrence.

## Maximum Occupancy

- At no time shall the Lessee permit the number of individuals occupying the facility to exceed the maximum capacity.
- The Lessee shall also confine their event to the reserved space. If an additional room(s) is requested, room charges will apply.

## Meeting Agenda

If you have a meeting agenda available to your participants, please send one to the Campus Scheduling Associate at [bsc.facilityreq@bismarckstate.edu](mailto:bsc.facilityreq@bismarckstate.edu). It gives us a general idea of the purpose of the event being held here in the BSC facilities. It also helps the Bismarck State College staff to arrange cleanup after meals/snacks.

## Miscellaneous

- Events or circumstances not covered in these policies and procedures may be subject to special consideration and stipulations as deemed appropriate by Bismarck State College staff.
- Failure to comply with the Bismarck State College Facility Use Policy result in denial of future use of Bismarck State College facilities, financial liability for damages, and/or removal from the Bismarck State College campus.

## OSHA Regulations

Compliance with OSHA regulations is a responsibility of the Lessee & Lessee's contractors.

## Payment

Renters will receive an invoice after the event from the Bismarck State College Student Finance Office. Rental fees are payable within two (2) weeks following the listed invoice date.

## Piano

Please contact the BSC Foundation at 701-224-5700 regarding the use of the piano in the Bavendick Stateroom at least two weeks in advance. There is a \$50 rental fee.

## Security/Emergencies

- In the interest of public safety, Bismarck State College may request that a security guard be present during certain events. BSC security staff is not available for external events.
  - Any events that may include the serving and consumption of alcohol, the Lessee will be responsible for handling the security person(s) to be stationed in the building during the scheduled event. The cost of the Event Security will be the responsibility of the Lessee to pay all charges affiliated with having a Security person on guard.

## Selling Items

Ventures, other than College sponsored or College affiliated events, where tickets are sold, fees are charged, or contributions are solicited for fundraising is not permitted. Exceptions may be made for non-profit or civic organizations. Please contact 701-224-5686 for further details.

## **Semi-Permanent Walls**

- Movement of portable walls is to be performed by Bismarck State College maintenance/custodial staff only.
- Violation will result in forfeiture of future reservations with Bismarck State College and reimbursement of damages.

## **Signage**

- Please bring proper signage directing your attendees to the reserved room(s) of your event. Bismarck State College does have sign holders that may be used. Bismarck State College does not provide directional signage. Also, it may be helpful to have extra staff on hand if traffic flow is needed. Please contact the Campus Scheduling Associate if there are any questions.
- No posters, banners or other informational signage may be attached to walls, doors or windows.
- Necessary signage must be displayed on easels or sign holders that can be found at the entrance wall of the room.

## **Shipment of Equipment/Material**

- Bismarck State College will not accept advanced shipments of freight/materials prior to the contracted event date. Arrangements can be made with a local shipping vendor to store materials.
- Bismarck State College 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 Lessee 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 Lessee may be subject to a storage charge.

## **Support Fees**

- Hourly charges for additional staff, if any, will be assigned upon review of the application. Bismarck State College will determine the need for custodial, security, and/or other personnel that may be required to support an event.
- No Lessee will be exempt from paying custodial or technical support fees (wages and equipment costs).

## **Tobacco Free Campus**

Bismarck State College is a smoke-free campus. Tobacco use of any kind is not permitted on campus at any time. 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 all interior space, rest rooms, corridors, lobbies, private offices, outdoors, and college/state vehicles. This policy applies to all employees, students and visitors. Lessee shall take reasonable precautions to prevent the possession and/or use of tobacco product in the room or facilities rented by lessee.

## **Trash**

All areas must be restored by the Lessee to its original condition at the conclusion of each event, unless prior arrangements have been made with the Campus Scheduling Associate to schedule a clean-up time after the event. Waste should be placed in the proper receptacles provided for in rooms and hallways.