

# Montana State University Billings Facility Use Policies



## **Arranging for Use of Facilities:**

Administration, faculty, staff and department activities that are directly connected to the university may reserve space in an on campus facility by contacting the reservation manager of that building.

All others wishing to make arrangements to use the facilities at MSU Billings must do so by contacting the Student Union and Activities Office. This office will assist you in the planning, implementation and management of your event.

## **Reservation Process and Procedures:**

All reservations will be entered in the reservation system. A copy of the reservation, including all equipment and details, will be given to the customer and must be signed and returned or approved through email. This confirmation of the reservation will serve as a final agreement for rental space.

Facility Space is generally scheduled on a first come first serve basis. If a space is requested by more than one group at the same time the following priority system will be implemented:

- a. First priority is given to the University Community; active, chartered student organizations or University departments
- b. Second priority is given to University Guests; non-university groups that are sponsoring meetings or events.

Every effort will be made to explore alternatives with conflicting requests.

All bookings should be made a minimum of 48 hours in advance. Large banquets, conferences and events set ups require a minimum of 72 hours notice.

Cancellation for rental facilities and equipment must be made a minimum of 48 hours in advance of the event, if events are not canceled with proper notice, regular rental and fees will be charged.

## **Facility Use Policies:**

Individuals and groups using the facilities are responsible for leaving the room(s) in the same condition as when the event began. If the room(s), furniture or equipment is lost or damaged during use the individual or organization will be charged for the repair or replacement cost.

If any damages are found upon the group's arrival they should immediately be brought to the attention of the *event management* staff.

All room set up and equipment requests will be coordinated at the time of the reservation. Any changes must be coordinated through the proper reservation manager. Furniture and equipment are not to be rearranged without coordinating with *event management* staff.

Decorations are permitted in facilities as long as they are in accordance with building and fire regulations and do not block any entrances or exits. Permission for placement of decorations must have prior approval and should be requested when the reservation is made. Decorations must be removed immediately following the conclusion of the event. Should decorations not be removed, there will be a \$50.00 charge for removal. Repair of damage to a room resulting from installation of decorations will be charged to the user.

Montana State University Billings is not responsible for the personal belongings and property of the guests using the facility.

Pets of any kind are not allowed in the facilities at any time with the exception of service animals.

Smoking is prohibited in all facilities. Guest may smoke in designated smoking areas.

Weapons and explosives are not allowed on premises.

Supervision of minor aged attendees is the responsibility of the organization using the facility

In the event of an emergency alarm please evacuate the building immediately and follow the directions give by University Staff.

## **Indemnification:**

Individuals and groups using MSU Billings Facilities are responsible for and assume the liability for their own wrongful or negligent acts or omissions, or those of its officers, agents, or employees and agree to defend, indemnify, and hold MSU Billings harmless from any such liability.

**Insurance:**

Groups using MSU Billings Facilities are required to have liability insurance with limits of \$1,000,000 each occurrence and \$1,000,000 aggregate through out the duration of facility use and shall name Montana State University Billings as additional insured. Groups must present a certificate of insurance within 14 calendar days of their scheduled event.

**Food and Beverages:**

MSU Billings has an exclusive catering contract with Sodexo Food Services. All events where food and beverages are served need to coordinate through the campus food service.

Montana State University Billings prohibits the use or consumption of alcohol in University Facilities with the exception of authorized and approved events. If you wish to have beer and wine at your event please visit with the event management staff so that they may assist you in obtaining approval. The policy is included in Section IX of the Student Affairs Handbook.

**Facility Use Fees:**

Attached is a list of user and rental fees for University Facilities. In some circumstances, additional charges may be associated with the use of space.

**Rental:** A list of rental and user fees for space usage is attached. Rental user fees are based on customer classification, space being used and time of use.

**Custodial:** Custodial charges are incurred only when an event requires additional personnel or cleaning beyond that normally scheduled of the buildings. If additional personnel or cleaning is required, the requestor will be notified and will be responsible for costs. The event management staff will determine additional personnel and cleaning requirements.

**Security:** Due to the nature of specific events, dances, concerts, etc. additional University security may be required at events. The event management staff will determine if security is required as part of the event. The cost of additional security personnel is the responsibility of the user.

**Audio-Visual Equipment:** Request for additional equipment or audio-visual equipment needs to be made as part of the reservation. Charges may apply for the use of this equipment.

**Facility Overtime:** Events which require facilities to remain open beyond regular and posted hours of operation shall be charged an overtime fee of \$20.00 per hour in addition to the normal rental fee.

**Parking:** Dependent on the length of your event, there may be a charge for parking. Any group that will be using the facility for longer than 2 consecutive days may be required to pay a fee for temporary parking permits.

***Event Coordination Fee:*** A flat fee of \$50.00 will be charged to each event that requires event coordination. This fee includes event management staff coordinating the operations of your event. Signs, parking, catering, etc. .... Copies, administrative assistance printing, etc.