

## **United Tribes Technical College Room Rental Policies**

### **Room Rental Priorities**

United Tribes Technical College's policy dictating the order of priority for room assignments is as follows:

1. First priority goes to academic courses and annual events on the academic calendar
2. Second priority is to UTTC sponsored events
3. Third priority to outside organizations renting UTTC space.

Within this prioritization process, rooms are reserved on a first come, first serve basis. Put in your request as soon as your needs are known. The event requests will be kept on file in the order the request was received.

### **All meeting room reservations must follow United Tribes Technical College (UTTC) room scheduling process.**

1. Go to [www.uttc.edu](http://www.uttc.edu) website for the rental form under the visitor's tab. Complete form and;
2. Contact Eveleen Cook at 3315 University Drive, Bismarck, ND 58504, Bld. 61, Phone 701-355-3285. Ext 1707 email [ecook@uttc.edu](mailto:ecook@uttc.edu).
3. When requesting use of one of UTTC's facilities/rooms, please select from the list below, and Indicate your room selection on your request form:

#### **BUILDING 6**

- Conference Room (Special Permission – Melissa Buffalo)

#### **BUILDING 61**

- Conference Room (seating capacity 26)

#### **CAFETERIA**

- Large Conference Room (seating capacity 50 comfortably 60 tightly)
- Small Conference Room (seating capacity 8)

#### **JACK BARDEN CENTER**

- Student Services Conference Room (Special Permission – Jana Laducer)
- Cozy Creek Commons Area (Special Permission – Jana Laducer)

#### **JAMES HENRY GYMNASIUM**

- LARGE GYM (seating capacity 200-500?)
- SMALL GYM (TJES – Special Permission-TJES Principle)

#### **LEWIS GOODHOUSE WELLNESS CENTER**

- Healing Room - (seating capacity 75)
- Multi-Purpose Room - (seating capacity 200 comfortably)

- Conference Room - (Special Permission – Stephanie Isaak)

#### **SKILLS CENTER**

- Commons area (Special Permission – Lisa Azure)
- Conference Room 104 (Special Permission – Lisa Azure)

#### **SCIENCE & TECHNICAL CENTER**

- Room 233 (For UTTC use only)
- Room 120 (Special Permission - IT- Chris Baillie)

4. All information should be complete when reserving meeting space: Name, department/program, a brief description of meeting type, date & time, a brief description of expected audience, the number of people, and setup.
5. Submit forms to Eveleen Cook at 3315 University Drive, Bismarck, ND 58504, Bld. 61, Phone 701-255-3285. Ext 1707 email [ecook@uttc.edu](mailto:ecook@uttc.edu).

An effort will be made to provide the meeting room requested. If a requested room is not available, an alternate meeting room will be offered if such is available. UTTC reserves the right to change room assignments in order to serve the greatest number of programs or activities at any time. UTTC will confirm your request by email.

Consecutive monthly meetings can be made up to 2 months in advance; however, the same meeting room is not guaranteed. Meeting rooms are limited to the furniture and equipment assigned to that room and cannot be removed.

#### **Fees:**

**Generally, no fees are charged for meeting rooms under the following circumstances:**

- Meeting/events directly related to students.
- Meetings, which are routine for daily operation of the College.
- Meetings /events exempt under the President's approval.

#### **Fees charged for other meetings:**

- Meetings, which are reserved by College – affiliated individuals.
- Meetings, which are reserved for external groups.
- Meetings of profit-making groups.
- Meetings restricted to membership of a particular group.
- Meetings, which require an admission fee, registration fee, tuition fee.
- Meetings from which products or services are promoted or sold. (Must have prior approval to sell items).
- Meetings, which are designed to further the specific goals of an individual or group.

**Users who misrepresent an event or affiliation in order to avoid fees and charges will be charged appropriately may incur additional charges and may have reservation privileges suspended.**

	<u>Full Day</u>	<u>Half Day</u>
<b>BUILDING 6</b>		
Conference Room	(for UTTC use only)	
<b>BUILDING 61</b>		
Conference Room	\$250	\$125
<b>CAFETERIA</b>		
Large Conference room	\$250	\$125
Small conference room	\$100	\$50
<b>JACK BARDEN CENTER</b>		
Student Services Conference	\$250	\$125
Cozy Creek Commons Area	\$50	\$25
<b>LEWIS GOODHOUSE WELLNESS CENTER</b>		
Multi-Purpose Room	\$250	\$125
Healing Room	\$250	\$125
Conference Room	\$150	\$75
<b>JAMES HENRY GYMNASIUM</b>		
Small Gym	\$100	\$50
<b>SKILLS CENTER</b>		
Commons Area	\$150	\$75
Conference Room – 104	\$100	\$50
<b>SCIENCE &amp; TECHNICAL CENTER</b>		
Room 233	(For UTTC use only)	
Room 120	(Special Permission – IT – Chris Baillie)	
<b>JAMES HENRY GYMNASIUM – Cecil (Pete) Conway (ext. 1362)</b>		
<b>Basketball Tournaments (Youth, Adult, Memorial, etc.)</b>		
Rental per Day	\$300.00	
Custodial Fee per Day	\$150.00	
Concessions Fee per Day	\$100.00	

**If group serves own concessions your group must get approval and follow catering guidelines on page six.**

**Gym use Guidelines:**

1. Rental includes the use of Gym, 2 sets of bleachers, and 1 table for admission. Area for concessions (if needed and approved), benches for teams, scorer's table and scoreboard.
2. No cans of pop or glass bottles may be served.
3. Rental Fees must be paid in advance.
4. Damage Deposit-\$100

**Individual Days of Basketball (Youth, Adult, sanctioned or non-sanctioned)**

Rental per Half-Day (1-4 hours)	\$150.00
Rental per Full Day (5-9 hours)	\$250.00
Additional Hours (greater than 9 hours)	\$50 per hour
Custodial Fee	\$50.00

**Gym use Guidelines:**

1. Rental includes the use of Gym, 1 set of bleachers, scorer's table and scoreboard, 1 admissions table.
2. No concessions may be served on Individual Days for Basketball
3. Fees must be paid in advance.
4. What will UTTC cover for "custodial services" (be available on the day of the event, keep bathrooms clean, wipe up spills, empty garbage containers, open authorized doors, assist with clean up)?
5. Damage Deposit-\$100.
6. No locker rooms or weight rooms would be accessible.
7. Rental Agreement...specific items like backboards, bleachers, chairs, scorer's table, etc.

**Use of Gym for Practices**                      \$10.00 per hour

**Room Set-Up**

The tables and chairs in the Space are permanent to that room, but may be arranged to suit the Organization's reasonable needs so long as the Organization gives at least (1) one week written notice to the Facilities Manager; Attn: Mervin "Bud" Anderson, email: [banderson@uttc.edu](mailto:banderson@uttc.edu), phone: 701-255-3285, ext. 1310, or mailing address: 3315 University Drive, Bismarck, ND 58504. The College cannot guarantee the availability of additional tables/chairs for your event. There are limited amounts of excess furniture. It will be the responsibility of the Organization to rent additional tables/chairs required for said event. The College will take great strides in accommodating your needs; however, we cannot guarantee we will have the excess furniture available for use. All rooms shall be returned to their original set-up and condition by end of rental period.

### **Audio-Visual Equipment**

Use of the Space entitles the Organization to use the equipment (microphone and podium) available in the Space. No other equipment is included in the basic Rental Fee. For additional technology support services, there will be associated fees. Coordination and planning of such services will need to be conducted two weeks in advance of the event. Your event coordinator will assist with your technology needs.

### **Policy for Admission Charges/Sale of Goods**

The Organization shall not charge admission fees at the door and may not sell or offer for sale goods or services in the Space without the prior written permission of the Vice President of Campus Services; Attn: Daniel Henry, 3315 University Drive, Building 61, Bismarck, ND 58504. This includes both UTTC-sponsored events and those run by outside organizations. However, special charges are allowed for conferences and workshops where speakers' fees and other expenses must be covered but must be approved by the Finance Director and/or the Vice President of Campus Services. Any fees approved must be collected through pre-registration; money may not be collected at the door.

### **Parking**

Use of the Space does entitle the Organization or its attendees to parking privileges anywhere on the UTTC campus. All organizations must adhere to existing parking guidelines.

### **Alcohol and tobacco use**

There shall be no alcohol served, sold, consumed or allowed in the Space or on the UTTC Campus. UTTC has a tobacco-free policy. Only ceremonial use of tobacco is permitted.

### **Internet Access for Visitors & Guests**

UTTC Wi-Fi requires a code for access, Wi-Fi is limited to UTTC students and staff.

### **Entertainment License**

For those events open to the public and that require ticket sales at the door, you must obtain a One Day Entertainment License through the City of Bismarck and provide a copy of said permit to Vice President of Campus Services; Attn: Daniel Henry, 3315 University Drive, Building 61, Bismarck, ND 58504.

### **Space Availability**

Space availability will be determined once the Facility Rental Form is submitted.

### **Catering Services**

Welcome to United Tribes Technical College A'viands Catering Services. Our Food Services/Catering Director will work in close partnership with you to customize your program, providing the highest level of food quality and service at a reasonable cost to assure the success of your event. Our philosophy is to provide a meeting and dining environment specialized to not only meet but also exceed your expectations. Our team is committed to providing service and menu flexibility so that your event will be uniquely your own. Please keep in mind that the menu items and services are a little taste of what can be done. Should your planned event require special services or dietary considerations, we will tailor our menu to meet your needs.

**YOU MUST FIRST RESERVE YOUR EVENT SPACE WITH EVELEEN COOK IN CAMPUS SERVICES  
(701) 255-3285, ext. 1707 BEFORE PLACING YOUR CATERING ORDER.**

Please be sure to include your payment details or department account number at the time you submit your Catering request. If the catering office has not received this information prior to your event date, catering will not be allowed.

**Eveleen Cook**  
**Room Rental Coordinator**  
**(701) 255-3285 ext. 1707**  
**ecook@uttc.edu**

**Anthony Bauer**  
**UTTC Food Services/Catering Director**  
**(701) 255-3285 ext. 1311**  
**abauer@uttc.edu**

**CATERING GUIDELINES**

UTTC A'viands Food Service/Catering has the exclusive right to offer food and beverage service on UTTC premises, including a cafeteria, Cozy Creek, and dorm vending machines. Organizers of events who wish to have food served by an outside vendor must inform the cafeteria at 701-255-3285, ext. 1311, and complete the CATERING RIGHT OF REFUSAL FORM/REQUEST FORM at least 5 business days prior to the activity. The Food Services/Catering Director will review the plan for food service and will approve, deny and/or suggest appropriate alternatives in keeping with College policies and health regulations. Food that has not been approved by the A'viands' Food Services/Catering Director will not be allowed.

All UTTC organized events that include a "potluck" and/or prepare food for UTTC fundraising (concessions) activities must have an employee with a food handler's certificate available and must notify Anthony Bauer – UTTC Cafeteria or Vice President Daniel Henry prior to the event. Please note that any activity held in the UTTC cafeteria will not be approved for any outsourced food/services.

The use of the cafeteria kitchen is not allowed for any groups other than UTTC/A'viands' kitchen staff. Should approval be given to contract the services of an outside caterer, the selected caterer must provide a copy of a certificate of liability insurance in the amount of \$1,000,000 naming the College as additionally insured, and a copy of their occupational license 14 days prior to the event.

**UTTC A'viands Food Services/Catering**

CATERING RIGHT OF REFUSAL FORM/REQUEST

**Contact Information**

Group/Organization: \_\_\_\_\_

Contact: \_\_\_\_\_

UTTC Department/Student Group: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

**Activity**

Location: \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_ Number of guests: \_\_\_\_\_

Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

**Food & Beverage Information**

Please attach a copy of the menu planned to be used for the event

**Other**

Describe the reason of choosing a source different than UTTC A'viands Catering:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Attachments**

- 1 Please attach the invoice given by the vendor for this specific event.
- 2 Please provide a copy of Food Handling Certificate.
- 3 Please provide the vendor's Liability Insurance of \$1,000,000 dollars having UTTC/A'viands as additionally insured and a copy of their occupational license
- 4 **Please send this request form with the additional documents 5 business days prior to the event to the UTTC A'viands Food Services/Catering Department office located at UTTC Cafeteria or via email at abauer@uttc.edu. Thank you.**

**"If there is over \$500 in catering cost the rental fee will be waived."**