

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. The first priority goes to academic courses and annual events on the academic calendar
2. The second priority is UTTC sponsored events
3. The third priority is for outside organizations to rent 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. **Must be requested two weeks before the event date.** The event requests will be scheduled 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 website for the room reservation form under the ABOUT UTTC tab select >Visit Our campus >Facility Use Inquiry Form.
2. 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:
3. All information must be complete when reserving meeting space:
 - ✓ Event Name, contact department/program,
 - ✓ Contact information: phone and email
 - ✓ brief description of meeting type,
 - ✓ Reserve room type needed
 - ✓ Number of people
 - ✓ date & time of the event,
 - ✓ Set-up type
4. 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 the daily operation of the College.

- Meetings /events are 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 are restricted to members of a particular group.
- Meetings, which require an admission fee, registration fee, and 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 may incur additional charges and have reservation privileges suspended.

BUILDINGS FOR RENT

BUILDING 7

Contact Communications Specialist (701-221-1387)

- Conference Room – capacity 25
Rental Cost Full Day \$250 / Half Day \$125

BUILDING 61

Contact Facilities Administrative Assistant (701-221-1547)

- Conference Room – capacity 26
Rental Cost Full day \$250 / Half day \$125

LEWIS GOODHOUSE WELLNESS CENTER

Contact Campus Services/Wellness Administrative Assistant (701-221-1764)

- Conference Room – capacity 20
Rental Cost Full day \$250 / Half day \$125

Contact Health Promotions Coordinator (701-221-1355)

- Multi-Purpose Room – capacity 293
Rental Cost Full day \$250 / Half day \$125
- Healing Room – capacity 63
Rental Cost Full day \$250 / Half day \$125

SKILLS CENTER

Contact Academic Affairs Administrative Assistant (701-221-1428)

- Skill Center Ex. Hall (commons Area) - capacity 40
Rental Cost Full day \$150 / Half day \$75
- Room 104 Executive Conference– capacity 8
Rental Cost Full day \$100 / Half day \$50

JAMES HENRY GYMNASIUM

Contact Athletic Director (701-221-1362)

- Large GYM – capacity 444
- Student Union Conference room 1 & 2 capacity 8

Basketball Tournaments (Youth, Adult, Memorial, etc.)

Rental per Day	\$300.00
Custodial Fee per Day	\$150.00
Concessions Fee per Day	\$100.00

If the group serves its 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 (hourly rate)	\$40 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.

Room Set-Up

Setup per room reservation by contact person in designated areas. Facilities maintenance will be provided setup request. The tables and chairs in the Space are permanent to that room, but may be arranged to suit the Organization's reasonable needs. 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. Contact person in designated areas will assist with your technology needs, an effort will be made to provide in requested room. UTTC reserves the right to change room assignments in order to serve your purpose.

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; 3315 University Drive, Building 69, 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 is available.

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: Jolene DeCoteau, 3315 University Drive, Building 69, Bismarck, ND 58504.

Space Availability

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

CATERING GUIDELINES

UTTC Aladdin 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 701-221-1311, and complete the CATERING RIGHT OF REFUSAL FORM/REQUEST FORM at least 5 business days prior to the activity. The Food Services/Catering Management 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 Aladdin Food Services/Catering Management 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 the Athletic Director 701-221-1362 or Vice President Campus Services prior to the event. Please note that any activity held in the UTTC cafeteria will not be approved for any outsourced food/services.

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