Special Event Checklist

VCSU permits the use of its facilities by the University community, related parties, and other individuals or groups. To ensure your event is properly coordinated and approved, use the below checklist to assist in the reservation process:

☐ Contact VCSU Event Services to determine if the location is available: call 701-845-7705 or email event.services@vcsu.edu.

☐ Submit a Special Event Approval Form to the Event Services Office at least 2 weeks prior to the event. If you have questions concerning the Event Approval Form contact Event Services: call 701-845-7705 or email event.services@vcsu.edu.

☐ Upon receiving approval from the Event Services Office, meet with the Event Coordinator to review and sign a Facility Use Agreement. At this time be prepared to communicate special arrangements needed for your event.

☐ Parking: for more information CLICK HERE or call 701-845-7705.

☐ Catering Services: for more information CLICK HERE or call 701-845-7130.

☐ Liability Insurance: for more information CLICK HERE or call 701-845-7710.

☐ Lighting, utilities, use of restrooms, furniture/equipment, barriers, trash receptacles: arranged by Event Services.

☐ Campus Notification: arranged by Event Services.

(Not all events will require a Facilities Use Agreement – to be determined by Event Services)