Valley City State University facilities are to be used in following manner: (1) for the benefit of University and University-related groups, (2) to engage with the surrounding community, and (3) for use and rental to other organizations for business related functions. All groups who wish to hold a special event on campus must first complete an Activity/Event Approval Form and a Facility Use Agreement. **Special Activity/Event is defined as a one-time or infrequently occurring event outside normal programs or activities of the sponsoring group. These events require or may require campus resources and/or planning. Campus department meetings, academic classes or other academic activities are not generally considered a special event unless special needs are required. Other events may fall under the “non-special event” category and will be decided upon by the Event Coordinator.**

**Fees**

Rental fees will be sufficient to cover the institution’s expenses associated with the event. These fees are applied based on the affiliation with the campus. University Groups, University Sponsored Groups, and some nonprofit groups will only be charged Mandatory Fees. Third Party Groups are charged a basic rental fee in addition to the Mandatory Fees. Mandatory Fees include, but are not limited to, utility costs, overtime costs, set-up/tear-down costs, etc. The Event Sponsor will be made aware of all possible charges associated with their event and a rental quote will be provided to the Event Sponsor at the time of the initial meeting—either in person, email, or fax.

A mandatory $30.00 administrative fee will be assessed to all Third Party events. This fee is meant to cover the cost of organizing the event by the Event Coordinator.

**Fees may be waived at the discretion of the President- Documentation should be provided.**

**Liability Insurance**

Non-University groups, including political subdivisions like public schools, are required to furnish documentation of liability insurance. Non-University groups that are not institutions of the State must have VCSU and the State of North Dakota named as additional insured for the duration of the event. VCSU may waive the liability insurance requirement for nonprofit groups and small events only. For these groups, a participation waiver form may replace the liability insurance. These waiver forms must be signed by all participants and a parent or guardian if a participant is a minor. The decision to accept waivers in lieu of insurance is made by the Safety Office.
Special Event Reservation 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: 701-845-7705 or 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: 701-845-7705 or 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 Notice: arranged by Event Services.

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

1. Who can use VCSU facilities for special activities/events?

The University community, related parties and other individuals or groups are permitted to use VCSU facilities. All VCSU activities are given priority over Third Party Groups. All parties need authorization prior to hosting an activity/event on campus.

2. What types of activities/event require a Special Event Approval Form?

Valley City State University-related activities are given priority over Third Parties or outside group usage of University facilities. University Groups, Third Party Groups and related parties who wish to hold a special activity or event on campus must first complete an Activity/Event Approval Form and/or Facility Use Agreement. **Special Activity/Event is defined as a one-time or infrequently occurring event outside normal programs or activities of the sponsoring or organizing body. Campus department meetings are not generally considered a special event unless special needs are required.

3. How far in advance can I schedule an event?

Events can be scheduled up to a year in advance as long as the proper paperwork is filed and approved. Follow-up information may be required closer to the event for any special arrangements required for the event.

4. Is the rental fee the only amount I am charged for my event?

No. Extra support/resources fees may be necessary for the activity/event which the Event Sponsor is responsible for paying in addition to the base rental fee. These extras charges include, but are not limited to, overtime costs, food services, utility fees, etc. **Fees may be waived or negotiated at the discretion of the President.

5. What are the catering requirements for on-campus events?

The University's Food Service provider has the right of first refusal on all catering on University property. All food and beverage catering is to be coordinated through the University's Food Service provider.

6. Will my activity/event require liability insurance?

Event Services will use the Special Event Approval Form to help determine whether or not insurance will be required for your event. The Event Sponsor must have liability insurance unless they are a nonprofit or small group. Some events may require participation waivers in place of liability insurance. For more information call 701-845-7710 or CLICK HERE.

7. Who is authorized to waive rental fees?

According to SBHE Policy 909, VCSU is required to recover event costs unless fees are waived due to the event being business-related (some activities are considered a recruitment tool for the department/University or the event follows the mission of the department/University. **Fees may be waived or negotiated at the discretion of the President.

8. Who is required to obtain the signed Facility Use Agreement?

The Campus Event Coordinator will collect all documents and ensure that all signatures have been obtained.
Initial contact between the Event Coordinator & Event Sponsor
send and receive the Special Event Approval Form
If approved continue:

Process the Special Event Approval Form:
Determine if the request is a University approved event.
Determine the Risk and assign the appropriate Facility Use Agreement (if necessary).
Liability Insurance (required or waived?)
Confirm the availability of the facility (with Event Scheduler) and notify the Event Sponsor.

Set-up a meeting or phone conference with the Event Sponsor to gather all event information (set-up, equipment, etc.).
Prepare a price quote based on the fees schedule.
Event Services is responsible for collecting all signed documents, including liability insurance.

Event Coordinator will organize the required set-up
Equipment
Sound/lighting (in coordination with Theatre Director)
Other as required

Event
Requested personnel will attend the event.
Take-down (if requested)
Clean-up (FS will record condition of area after event). Apply extra cleaning charges if necessary.

Billing
Event Coordinator will send an invoice to Sponsor. Payment will be received by the Business Office and applied as stated in the Use Agreement.

Gather feedback from Event Sponsor
Send survey to Event Sponsor, potential for future events.