



Facility Use Request
 *Please note this is a request not a
 guarantee the facility is available

Event: _____ Sponsor: _____

Contact Name, Address, Phone, Email: _____

Event Date/Time: _____ Set-up Date/Time: _____

Tear Down Date/Time: _____ # Attending: _____ Adult / Children _____

✓	Facility Description	Cost
	Toepke Gym: Educational Institution: \$300/day or \$150/ half day Non-Educational Institution: \$500/day or \$250/half day	
	Toepke Auditorium: Educational Institution: \$300/day or \$150/ half day Non-educational Institution: \$500/day or \$250/half day	
	Toepke Lobby: \$25/day	
	Mezzanine: Educational Institution: \$100/day or \$50/ half day Non-Educational Institution: \$150/day or \$75/half day	
	Coca Cola Room: \$50/day \$25/half day	
	DCC Concession \$50/day \$25/half day	
	Classrooms: \$100/day, \$50/half day	
	Computer Lab: \$100/day	
	Community Room: \$100/day, \$50/half day (Government and Educational Entity – Free)	
	Ullman Center Lecture Hall: \$100/day, \$50/half day	
	Board Room: \$100/day, \$50/half day	
	Library: \$320/day	
	Other:	
	Full day = 6 hours or more	
	Half Day = 5 hours or less	
	Facility Total	

Equipment	Amount	Cost	Services	Amount	Cost
Tables (\$1 each)			Custodial (\$30/hour)		
Chairs (\$.50 each)					
Computer/Projector \$15/day			Overhead Costs/Building Supervision in addition to Custodial: \$20/ hour outside business hours		
Gym Tarp Cover: \$100.00 *This is required for all non-athletic events in the Toepke Gym.					
Deposit of \$500/full day \$250/half day must be received prior to event date if event is planned to be over \$500/\$250 rental fee.			Equip & Services Total		

Total cost: \$

Certificate of Insurance must be on file with DCC PRIOR to event ____ per occurrence ____ aggregate

Sponsor Signature _____ Date _____

DCC Representative _____ Date _____

For Campus Use Only:

Approval date _____

Deposit Received/Returned _____

Contract sent _____ Received _____

Insurance Received _____

Payment Received _____

Event request – Any person or organization requesting special use of campus facilities, shall contact the President’s Office.

Liability Insurance – The person or organization shall assume responsibility for the event and shall be required to obtain liability insurance. DCC will not be held responsible or liable for any damage to the users property nor to the user for any bodily injury while on campus. All users will comply with all college, city, county, and state ordinances, regulations, and statutes that are applicable to the use of the facility. Any child or children’s group under the age of 16 must be under direct adult supervision when using any of the college facilities.

Please Note at any time on campus there may be multiple events occurring at any given time and this should be taken into effect when scheduling any event on campus.

Use Agreements shall not be entered into for any use which, in the judgment of the COLLEGE, may be in any way prejudicial to the best interest of the COLLEGE or the educational program, or for which satisfactory sponsorship or adequate adult supervision is not provided. Proper police and fire protection shall be provided by the organization when required by the COLLEGE.

No solicitation – Solicitation of funds by any person or organization unaffiliated with the school may not be conducted unless prior permission is granted in writing by the president.

Commercial activities – No commercial activity or event involving the sale of goods and services, the proceeds from which are to the benefit of a person or organization not associated with the campus, and no sale of food or beverages shall be permitted on campus property unless permission is granted in writing by the president.

Alcohol for Events – If there is the intent of organizing an alcohol/beverage vendor for your event on campus a formal request letter will need to go through the Board of Trustees and is required to be approved in advance by the Board of Trustees. This request letter is to be submitted directly to the Assistant to the President.

Fees – Rents and charges for use of a particular facility may be assessed in amounts sufficient to offset costs of the use of the facility to the campus. The campus may also require a deposit to cover possible damage resulting from the use of the facility.

See following statement for charges:

The responsible organization:

- 1.** For any activity scheduled outside of regular business hours will be billed \$20.00 per hour (including 1 hour before and after opening the building) to cover overhead costs and building supervision in addition to Custodial Fee.
- 2.** Is subject to additional charges for custodial services, audio/visual equipment, sound and light technician, and set-up requirements. Groups providing, their own, college pre-approved audio/visual equipment will not be charged technician fees.
- 3.** Requester is required to show proof of sufficient liability insurance dependent on the nature of the event; and/or, anyone who uses the facility on a continuous basis must provide a liability certificate at least annually. The certificate must be on file in the Assistant to the President's Office prior to the use of the facilities.
- 4.** If necessary, must provide a refundable deposit of \$500/day or \$250/half day with any facility usage to cover possible damage resulting from the use of the facility. Deposit due minimum of 5 working days prior to event. The deposit will be refunded to the lessee or put towards the fee balance if the facility is returned to its original condition.
- 5.** Must clean the facility within a reasonable time frame (no later than the next day after the facility function).
- 6.** If necessary to cancel, cancellations must be made 5 days prior to event to avoid penalty fees.
- 7.** Must provide an event supervisor and have enough resources to provide crowd management and enforcement of DCC facility use rules and event rules to ensure a safe and comfortable environment.
- 8.** DCC has the right of cancellation without liability if the facility is unavailable or such activities are deemed inappropriate.
- 9.** Must use a standard logo provided by DCC on all advertising materials and flyers if fees are waived due to DCC sponsorship. It is the responsibility of the sponsor to submit proof of publication prior to event. An authorized standard logo will be provided upon request.
- 10.** Must support the agreement that Dawson has with Glendive Coca Cola, to be the exclusive provider of beverages to the campus. If concession area is used, separate storage is needed for food items or approved beverages or a \$75 fee will be assessed to use Coca Cola provided storage.
- 11.** Must return the exit materials (keys, deposit refund request, etc.) to the Assistant to the President's Office at the conclusion of each activity.
- 12.** Total closure of the facility and subsequent fees are negotiable with permission granted in writing by the President of the College.

Toepke Center – Toepke Gymnasium

The primary function of the gymnasium is for intercollegiate athletic events by currently enrolled students and for other regularly scheduled classes and events. A monthly facility use schedule of all events for the gymnasium will be posted on the college website. The gymnasium floor is designed for court games and responsible organization will be required to wear appropriate clothing and shoes for the gym floor. Any other activity will require that the floor be adequately protected with the provided Gym Tarp Cover at an additional fee of \$100.00. In the event the Gym Tarp Cover is utilized, the responsible organization will be required to wear appropriate clothing and shoes and only use approved equipment when using these facilities. Food or drink will not be allowed unless discussed in advance.

Coca Cola Room

The room off the Toepke gym is used for small group instruction, hospitality during events and meetings. The room can hold approximately 50 people at an informal gathering.

Mezzanine

The upper floor of the gymnasium provides approximately 1000 folding spectator seats for main gym events. The space also houses practice area for college sporting teams. It is also a space for groups of 50 to 100 people who can congregate for an activity.

Cardio/Weight Rooms, Walking Track

Adults are able to use the indoor track, weight, cardiovascular rooms as scheduled. No fees are being assessed at this time for adults to use the walking track and exercise rooms at Dawson. As a user we do ask that you sign in and out on the clipboard each day you use any of this space.

The cardio/weight room, walking track schedules will closely follow the scheduled hours of the building. Hours will be posted at the front entrance of the building and on the College website. Whenever hours will change, every effort will be made to inform the general public and students. Neither cardio nor weight room will be staffed full time.

1. Cardio/Weight Rooms Users must have appropriate exercise clothing and footwear at all times.
2. Be aware of space.
 - Give individuals lifting heavy weights enough room to exercise.
 - Place weights on floor or storage areas without dropping.
 - Workout bags, jackets, etc. may not be allowed in the workout area.
 - Allow others to work with and around you, sharing equipment and taking turns.
 - Limit your time on equipment when others are waiting.
3. Respect all individuals in the workout room and use appropriate language.
4. Use headphones or keep sound at conversational level.
5. Clean personal space used so nothing sweaty or sticky remains on the equipment.
6. Report faulty equipment to custodial staff or athletic director.

Walking Track

The walking track will be open during regular building hours. These hours may change over holiday breaks and summer and will be closed during scheduled events like athletic games, special events, etc.

1. Respect the other activities that may be going on simultaneously – Keep discussions and visits to conversational level (Example: basketball/volleyball practice)
2. Wear appropriate and comfortable walking attire.
3. Pack in shoes if outdoor weather has created undesirable conditions.
4. Be courteous to other walkers and allow others to pass if necessary.

Toepke Center – Performing Arts Center

The primary function of the Performing Arts Facility is student instruction and production. The college also acknowledges and grants the use of this facility as a community resource. Requests will be considered on an individual basis.

Auditorium

The primary function of the auditorium in the Performing Arts Center is academic use by currently enrolled music and theater students and other regularly scheduled classes that are held in the performing arts center. All other use must be approved according to facilities use procedure.

- No food or drink, except water in a closed container, will be allowed in the auditorium and classrooms.
- Proper concert etiquette must be observed at all times.
- Proper precautions must be made to protect the stage floor when necessary.
- Nothing may be attached to the stage curtains. Permission must be obtained in advance for any attachments to ceilings or walls.
- Sound and light technicians will be provided at an additional cost to the renting organization. Only approved (by president's representative) technicians may operate the equipment in the control booth.
- Access to the catwalk and music and theater storage areas is limited to music and theater students with permission from DCC staff/faculty, as well as the directors themselves.
- Proper safety precautions must be observed at all times.
- Children under the age of 16 must be directly supervised by a parent or responsible party.

Practice Rooms

- Practice room(s) use will be scheduled at the beginning of each semester with priority given to students enrolled in private lessons.
- Students enrolled in private lessons and music ensembles will be allocated 1 hour per day, per activity for practice room rehearsal. The student reserving the room will have a ten minute courtesy at the beginning of each hour to begin rehearsal. After this time, the room will be available for other students.
- Dawson Community College students currently enrolled in music courses will have priority to use practice rooms.
- No food or drink, except water in a closed container, will be allowed in the practice rooms.
- Dawson Community College is not responsible for instruments, music, books, etc. left in the practice rooms unattended.
- Practice rooms are available for music practice only.
- Proper ear protection must be used when necessary.