



CHADRON STATE COLLEGE

FACILITIES USE HANDBOOK

**Update
April 2021**

INTRODUCTION

Chadron State College is pleased to make facilities available to responsible groups and organizations whenever, in the judgment of the College, the legal use will not interfere with the academic programs of the College or provide undue risk to personnel or property. When such arrangements are made, the sponsoring organization shall make known its sole sponsorship of the program and, by reserving the facility(ies), the group shall enter into an agreement to hold the College free of any liabilities incurred in connection with the use of the facility. By completing a reservation, the group shall also bind itself to indemnify the College for any property damages other than normal wear.

FACILITIES - USE AND RESERVATIONS

Policy IQ ID 4026

<https://app.policyiq.com/ChadronStateCollege/Content/View/4026?Key=c320bad9-cae1-4820-bac1-ec7a3b6d69ba>

A. PRIORITIES FOR RESERVATIONS

Reservations will be coordinated by the Conferencing Office (432-6380). Priorities for the use of campus facilities are in the following order:

1. Chadron State College's regularly scheduled classes and departmental related activities such as rehearsals, performances, intercollegiate athletic events, and Chadron State College student programs.
2. Building Priority for class scheduling:
 - a. Old Administration, Miller and NPAC – EHPCPSW (School of Education, Human Performance, Counseling, Psychology and Social Work) & Liberal Arts (Communication and Social Science, English and Humanities, and Justice Studies)
 - b. Burkhiser and Math, Science Building & Coffee Agriculture Pavilion – BEAMS (School of Business, Entrepreneurship, Applied and Mathematical Sciences and Sciences)
 - c. Memorial Hall – Liberal Arts (Music and Visual and Performing Arts)
 - d. Armstrong Building & Chicoine Event Center – May be used by the following groups:
 1. Gym use by persons on the current roster of sanctioned CSC athletic teams (Graduation excepted)
 2. Training room and locker room used by authorized personnel only during scheduled athletic events.
 3. Nebraska School Activities Association (NSAA) activities – cleared through the CSC Director of Athletics
 4. Concessions – cleared through the CSC Director of Athletics

5. Weight room used by CSC athletic teams – scheduled by the CSC Strength and Conditioning Coordinator.
- e. Nelson Physical Activities Center (NPAC)
1. Visiting college teams on the Saturdays of home football games.
 2. CSC track, wrestling, and volleyball teams (and basketball if needed).
 3. Athletic teams in emergency weather conditions during the academic year and during athletic camps in the summer.
 4. Concessions - cleared through the NPAC Coordinator.
3. Chadron State College’s continuing education not-for-credit courses and activities.
 4. College recognized campus organizations and student organizations.
 5. Community Education Classes that are approved by contractual agreements. All other classes (excluding WNCC’s) that are scheduled by other colleges require prior approval from VP of Academics.
 6. GED Testing that has been previously approved by Dean of EHPCPSW.
 7. Outside groups or individuals as appropriate. Outside groups in bidding for a conference may, for planning purposes, reserve space well in advance of the event.

B. PROCEDURES FOR RESERVATIONS

The following procedure should be followed to reserve a room at Chadron State College for a meeting, program, or other activity:

1. Call the Conferencing Office at (308) 432-6380.
2. Provide the Conferencing Office with the date, time, and number of people expected.
3. Inform the Conferencing Office of any audio-visual equipment or special set-up needs (requests for food, room arrangement, etc).

The Conferencing Office will:

1. Estimate charges (if applicable) for use of the room and equipment.
2. Provide the person booking the room with a Reservation Agreement which contains all of the booking information.
3. Coordinate the event with the appropriate Building/Area Manager.

Considerations when booking rooms:

1. Classroom and educational facilities may not be scheduled by outside groups until after the College class schedule has been confirmed for the semester in which the event is to occur.

2. Events may not be scheduled in Memorial Hall until the schedule or college musical, theatrical and Galaxy performances for the academic year have been determined.
3. Events may not be scheduled in the Armstrong Building or Nelson Physical Activity Center until the intercollegiate athletic and intramural schedules have been determined for the academic year.
4. Utilization of residence halls for outside groups must be requested through the Conferencing Office.

Any special arrangements for equipment, furnishings, or services must be arranged through the Conferencing Office at the time the facility is requested.

Cancellation of a reservation needs to be done 3 days prior of the scheduled event. Those events that are cancelled but Chadron State College is not notified prior will be assessed the appropriate charges. In case of an emergency, Chadron State College reserves the right to cancel any event up to 24 hours prior to the event. If the college closes due to inclement weather all events scheduled will be cancelled or postponed.

C. PAYMENT PROCEDURES FOR USE OF CAMPUS FACILITIES

A fee schedule has been established by the College for the use of the facilities. Fees are subject to adjustment by the College as deemed necessary.

1. Chadron State College recognized student organizations and departments are exempt from basic facility use fees except for required special services (i.e. lab fees, lifeguards, etc.)
2. Non-College groups shall be charged rental fees and will receive a bill after the event from the Conferencing Office.
3. Campus Co-Sponsorship: Non-profit groups with the approval of the appropriate Chadron State College Department Chair, Dean, Vice President, or President, may be sponsored by departments of Chadron State College. In order for a non-profit group to qualify for sponsorship, the non-profit group must directly benefit the College and the activity of the non-profit group must directly relate to the sponsoring department. The non-profit group will need to explain how the event will further the goals of the college, or have an education component that would make it compatible with what we do as an institution. The sponsor or representative of the sponsoring department must be present during the time of the function. All sponsored functions must comply with the rules and regulations governing the College. No rental fees are assessed for events that are Chadron State College co-sponsored. The college sponsor is responsible for repair and/or replacement costs resulting from damage to the facility if the organization holding the event does not reimburse the College for these costs. **Any program or written materials connected with or advertising a sponsored event will indicate that the event is co-sponsored by Chadron State College. (Appendix D)**

D. FACILITY FEES

Building fees are determined by facility, time and personnel that are needed for the event.

1. Classroom usage, lecture rooms, and conference seminar rooms: When used by a recognized college club or organization which is educational in nature, no rental fee will be charged. When used by others, the charge will be on a per room basis within normal operating hours of the building. Occupancy per room is based on Fire Code requirements. Fees vary according to buildings. See individual building fee schedule.
2. If the event is held at a time when the building is not normally open (weekends, holidays, or beyond normal hours), the charge may be up to 50% greater than the basic charge plus the cost of special services. This is necessary to provide staff and services when they are not normally available.
3. In the event admission is charged or if donations/contributions are collected, an additional fee of up to 50% greater than the basic fee plus the cost of special services may be charged.
4. The rental fee for rooms used in which a luncheon or dinner is catered by the College Food Service shall have 10% of the food cost deducted from the rent. A luncheon or dinner is defined as a meal to be eaten with table service while seated. The definition does not include hors d'oeuvres, snacks, or finger foods eaten while standing.

BUILDING & SPECIAL SERVICE FEES (Appendix A)

E. FACILITY CONTRACT AGREEMENT

A Facility Contract Agreement must be signed by an official of the organization and maintained in the Conferencing Office with the proof of insurance. (Appendix B)

1. CSC Coordinator of Conferencing
2. Vice President for Administration

F. MEMORIAL HALL ROOM AGREEMENT/RESERVATION

Events may not be scheduled in Memorial Hall until the class schedule and College musical, theatrical, and Galaxy performance dates for the academic year have been determined. To help determine the specific equipment needed for your event and the availability of relevant CSC personnel (if applicable), the Memorial Hall Room Reservation form needs to be completed and returned to the Conferencing Office as soon as possible, but no later than 4 weeks before the date of your event. (Appendix C).

G. DISTANCE LEARNING ROOMS

Distance education rooms are specifically designed for software-based group videoconference support. The rooms are to be used for telecommunication education activities when not utilized for Chadron State College courses and conferences. Non-education institutions, organizations, and agencies pay a \$50.00 room charge per video conference. Scheduling will be dependent on the availability of an onsite CSC technicians.

H. MULTI-USE & SPECIALIZED COMPUTER LABS

Computer labs may be used for educational training only and must have a Chadron State College faculty or staff member present and responsible for the proceedings. Computer use is

limited to the software that has been installed by Chadron State College Information Technology personnel. No additional software may be installed on the system without the expressed written consent of the Chief Information Officer (432-6311).

SPECIALIZED LABORATORIES WITHIN THE BURKHISER TECHNOLOGY COMPLEX

There are a number of other laboratories within the Burkhiser Technology Complex that are **not available** for use by other than the courses, workshops and conferences taught by qualified Chadron State College faculty members. These laboratories house equipment and materials that can be dangerous if improperly used, that can be easily damaged if mishandled, and represent a significant investment by the College and private donors. If, due to unusual emergency circumstances, the College feels these laboratories should be utilized, the persons requesting use must provide (1) proof of understanding of the safety standards as applied by the State of Nebraska, (2) proof of understanding of the safety requirements and responsibilities of OSHA, and (3) proof of liability insurance. A damage deposit may be required.

The laboratories included in this specialized group include the herbarium (#146, #147); family and consumer sciences laboratories (#205, #206, #208, #212); and science laboratories (#228, #229A, #229B, #229C, #231A, #231A, #231B); and theatre laboratory (#229D).

FCS, Theatre, Math & Science labs all have special lab equipment; therefore before the rooms can be booked they need to be approved by the Dean of Business, Mathematics, & Science (BMS).

I. HOUSING

Resident Hall rooms can be reserved in the summer by calling the Conferencing Office. (Appendix E for charges)

J. TABLES IN CAMPUS BUILDINGS

Groups may reserve display tables in campus buildings when doing so will not interfere with other programs or events. The location of tables is determined by the Conferencing Office (432-6380). Groups which are not directly affiliated with Chadron State College must have a Chadron State College co-sponsorship.

K. INDOOR DISPLAYS

Arrangements for use of any of the display cabinets on campus must be approved by the Building Manager of the specified building.

L. OUTSIDE GROUNDS/ BELL TOWER PLAZA

Events scheduled in the Outdoor Plazas or by the Bell Tower must leave adequate space so as not to obstruct pedestrian access to any buildings. All clubs/organizations using the area(s) are responsible for cleaning up the trash. All areas, tables and chairs need to be scheduled through the Conferencing Office.

M. FOOD ORDERS/SELLING ITEMS ON CAMPUS

Chadron State College Dining Services is committed to providing quality food and service for events. CSC Dining Services will make every effort to meet all the unique needs of each individual group. Catering guide, policies and cancellation information are available at

<http://www.csc.edu/conferencing/meals.csc>. Please call or stop by the Conferencing Office located in the Student Center, North Platte Room, to place a catering order, reserve a room, or reserve equipment.

Due to the nature of the materials and equipment in some of the rooms, liquids and food are not allowed without permission of the Building Manager. Areas with restrictions:

1. Memorial Hall Galleries & Sandoz Center Galleries – Liquids are only allowed in the room in sealed containers. Food is not allowed in the room without permission.
2. Memorial Hall Lobby – No “red” liquids
3. Memorial Hall Auditorium – No food or drinks
4. Mari Sandoz Center – No “red” liquids

All food and beverage items served on the campus of Chadron State College will be supplied and prepared by CSC Dining Service, unless otherwise approved. (Appendix F).

Game Day will sell all merchandise normally found in clothing/gift shop on the campus, unless otherwise approved (excludes the Mari Sandoz Heritage Center gift shop). (Appendix G)

N. FACILITIES - SIGNAGE/DECORATIONS POLICY

Policy IQ ID 4021

<https://app.policyiq.com/ChadronStateCollege/Content/View/4021?Key=c320bad9-cae1-4820-bac1-ec7a3b6d69ba>

O. FACILITIES -STUDENT CLUBS/ORGANIZATONS POLICY

Policy IQ ID 4022

<https://app.policyiq.com/ChadronStateCollege/Content/View/4022?Key=c320bad9-cae1-4820-bac1-ec7a3b6d69ba>

P. FACILITIES - DANCES ON CAMPUS POLICY

Policy IQ ID 4023

<https://app.policyiq.com/ChadronStateCollege/Content/View/4023?Key=c320bad9-cae1-4820-bac1-ec7a3b6d69ba>

Q. ALCOHOL USE

Policy IQ ID 3811 (NSCS Board Policy 8035)

<https://app.policyiq.com/ChadronStateCollege/Content/Edit/3811>

Guidelines and procedures pertaining to the alcohol beverage policy can be obtained in the President’s Office or the Conferencing Office.

R. TECHNOLOGY RESOURCES UTILIZATION; NON-COLLEGE PURPOSES, FEES & CHARGES

Policy IQ ID 3804 (NSCS Board policy 8025)
<https://app.policyiq.com/ChadronStateCollege/Content/Edit/3804>

S. RELIGIOUS ACTIVITIES

Policy IQ ID 3662 (NSCS Board Policy 2820)
<https://app.policyiq.com/ChadronStateCollege/Content/Edit/3662>

T. SECURITY

Chadron State College reserves the right to assess charges for additional security coverage for any event scheduled. (For fee charges, please refer to Appendix A)

U. CUSTODIAL

Chadron State College reserves the right to assess charges for additional custodial services for any event scheduled after hours in the Student Center. (For fee charges, please refer to Appendix A)

V. CAMPUS – DESIGNATED SMOING AREAS

Policy IQ ID 3430
<https://app.policyiq.com/ChadronStateCollege/Content/View/3430?Key=c320bad9-cae1-4820-bac1-ec7a3b6d69ba>

W. PETS IN THE WORKPLACE POLICY

Policy IQ ID 3445
<https://app.policyiq.com/ChadronStateCollege/Content/Edit/3445>

X. FACILITIES – CONDITIONS OF USE/BREAKAGE AND DAMAGE POLICY

Policy IQ ID 4024
<https://app.policyiq.com/ChadronStateCollege/Content/View/4024?Key=c320bad9-cae1-4820-bac1-ec7a3b6d69ba>

Y. FACILITIES – VEHICLES AND LOADING/UNLOADING POLICY

Policy IQ ID 4025
<https://app.policyiq.com/ChadronStateCollege/Content/View/4025?Key=c320bad9-cae1-4820-bac1-ec7a3b6d69ba>

Z. CAMPUS MAPS/VISITOR'S TEMPORARY PARKING PERMIT

A campus map is available to assist visitors coming to our campus. These maps are available in Sparks Hall Room 113, along with temporary parking permits for visitors.

Parking information <http://www.csc.edu/businessoffice/parking.csc>.

When you anticipate visitors to campus, please provide each with a copy of the campus map

and visitor's temporary parking permit. Please direct the visitor(s) to appropriate parking spaces. Indicate where they may unload equipment, if necessary, and where to park after they complete the unloading process. If you have any questions, please contact the Safety and Parking Office at 6490.

Individual driving responsibilities:

.....The campus speed limit is 15 mph, please observe the speed limit

.....Pedestrians always have the right of way on campus

.....As a state employee driving a state vehicle, it is your responsibility to operate state vehicles in a safe, courteous, and respectful manner. Please observe all traffic laws.

Appendix A

Building Fees:

1. Old Administration Building
 - a. Classrooms/Lecture Rooms - \$50.00 (0-4 hours), \$100.00 (5-8 hours)
 - b. Lab - \$50.00 (0-4 hours), \$100.00 (5-8 hours) *
2. Burkhiser Building
 - a. Classrooms/Lecture Rooms - \$50.00 (0-4 hours), \$100.00 (5-8 hours)
 - b. Lab - \$50.00 (0-4 hours), \$100.00 (5-8 hours) *
3. Coffee Agriculture Pavilion
 - a. Entire Facility - \$40.00 per hour
4. Crites Hall
 - a. Conference Room/Lobby - \$50.00 (0-4 hours) with a charge of \$25/hour for each additional hours over 4 hours
5. Mari Sandoz High Plains Heritage Center
 - a. Chicoine Atrium - \$75.00 (0-4 hours), \$150.00 (5-8 hours)
 - b. Kosman Room - \$50.00 (0-4 hours), \$100.00 (5-8 hours)
 - c. Col. C. F. Coffee/Exhibition Gallery Space - \$50.00 (0-4 hours), \$100.00 (5-8 hours)
6. Mathematics and Science Building
 - a. Classrooms/Lecture Rooms - \$50.00 (0-4 hours), \$100.00 (5-8 hours)
 - b. Lab - \$50.00 (0-4 hours), \$100.00 (5-8 hours) *
7. Memorial Hall
 - c. Lobby - \$50.00 (0-4 hours), \$100.00 (5-8 hours)
 - a. Main Gallery - \$100.00 per week **
 - b. Mezzanine Gallery - \$50.00 per week **
 - c. Auditorium - \$200.00 (performance –full day), \$70.00 (rehearsal – based on a two day booking) ***
 - d. Recital Hall - \$100.00 (full 8 hour day), or \$25.00 per hour
 - e. Classrooms - \$50.00 (0-4 hours), \$100.00 (5-8 hours)
8. Miller Building
 - a. Classrooms - \$50.00 (0-4 hours), \$25.00 for each additional hour over 4 hours.
 - b. Computer Training Room 125 – \$50.00 (0-4 hours), \$100.00 (5-8 hours)*
 - c. Conference Room 109 - \$50.00 per hour. LifeSize video conference connection subject to technician availability.
9. Nelson Physical Activity Center, Armstrong Building and Recreational Facilities, Chicoine Event Center

*Additional fees could apply depending on the cost of lab supplies.

**If the room is being used for a reason other than an art display - \$50.00 (0-4 hours), \$100.00 (5-8 hours).

***Technical and designer fees maybe added based on type of performance. Auditorium fees include the use of the two dressing rooms

FACILITY RENTAL COST (PER HOUR)

| <u>AREA</u> | <u>ICR</u> | <u>ENCR</u> |
|--|------------|-------------|
| Chicoine Event Center | TBA | TBA |
| ENTIRE NPAC | FREE | \$ 155.00 |
| NPAC ARENA (w/out setup)* | FREE | \$ 45.00 |
| NPAC ARENA (w/floor cover, chairs, stage, & bleachers)* | FREE | \$ 105.00 |
| NPAC ARENA (w/locker rooms & bleachers)* | FREE | \$ 85.00 |
| NPAC ARENA (w/bleachers)* | FREE | \$ 65.00 |
| NPAC ARENA TRACK | FREE | \$ 20.00 |
| NPAC CLASSROOM 102 | FREE | \$ 20.00 |
| NPAC CLASSROOM 201 | FREE | \$ 20.00 |
| NPAC CLASSROOM 202 | FREE | \$ 20.00 |
| NPAC CLASSROOM 210 | FREE | \$ 20.00 |
| NPAC CLASSROOM 211 | FREE | \$ 20.00 |
| NPAC CLASSROOM 212 (stereo not included) | FREE | \$ 20.00 |
| NPAC CONFERENCE ROOM | FREE | \$ 20.00 |
| NPAC GYMNASTICS ROOM (w/ equipment) | FREE | \$ 20.00 |
| NPAC RACQUETBALL COURTS (per court) | FREE | \$ 5.00 |
| NPAC WEIGHT ROOM | FREE | \$ 20.00 |
| ARMSTRONG GYM * | FREE | \$ 25.00 |
| ARMSTRONG GYM (w/ bleachers)* | FREE | \$ 35.00 |
| ARMSTRONG GYM (w/ bleachers, floor cover, chairs)** | FREE | \$ 55.00 |
| ARMSTRONG GYM (w/bleachers & locker rooms)* | FREE | \$ 45.00 |
| ENTIRE ARMSTRONG FACILITY with setup | FREE | \$ 75.00 |
| SOFTBALL FIELD | FREE | \$ 20.00 |
| FOOTBALL FIELD AND STADIUM | FREE | \$ 30.00 |
| PRACTICE FIELD | FREE | \$ 20.00 |

*Includes the lobby

Notes:

1. Internal/College-Related (ICR) organizations will not be charged a fee for facility rental unless facilities are being used for the purpose of fund raising or for a function in which admission is charged.
2. External/Non College-Related (ENCR) organizations will be charged a fee for facility use according to the current fee schedule as stated above.

3. All groups/organizations, ICR and ENCR, will be required to pay:
 - 1) An hourly wage for any additional personnel deemed necessary by the appropriate college official.
 - 2) Any additional expenses incurred by Chadron State College as a result of the organization's use.
 - 3) A cash deposit, if deemed necessary, to cover costs of potential damage.

ADDITIONAL FACILITY RENTAL POLICY

1. External/Non College-Related Extended Use Discount:
 - A) Current - \$150.00 rental fee/per day
 - B) A \$500.00 damage deposit will be due before the scheduled event takes place.
 - C) NOTES:
 - 1) The above fees are applicable to all groups using the NPAC or Armstrong Gymnasium for more than five hours.
 - 2) Groups using only a small portion of either facility or using the facility for less than five hours will refer to the hourly rate described in the current fee schedule.
 - 3) This will include all area high school events, practices, etc. unless there is a memorandum of understanding detailing an exchange of services or facility use.

2. Overnight Stays:

The NPAC is not accessible to groups staying overnight. Only in the event of a declared emergency will the NPAC be used to house people overnight. All appeals of this policy must be presented through the appropriate college official.

3. CSC Institutional Camp Fees (arranged through the Conferencing Office):

| <u>GROUP SIZE</u> | <u>Rates (1 - 4 days)</u> |
|-----------------------|----------------------------|
| Up to 50 participants | flat charge of \$100.00 |
| 51-150 participants | flat charge of \$200.00 |
| 151+ participants | flat charge of \$300.00 |

* Note: In addition to the flat rates above, all groups will be charged a fee of \$1.00 per participant.

NPAC COST LIST

FACILITY USE PASSES

| <u>TYPE OF PASS</u> | <u>DAILY</u> | <u>MONTHLY</u> | <u>YEARLY</u> |
|---|--------------|----------------|------------------------|
| CSC STUDENTS: (w/validated CSC ID card) | | | FREE |
| CSC FACULTY/STAFF: (w/validated CSC ID card) | | | FREE |
| DEPENDENTS OF CSC STUDENTS AND EMPLOYEES: | | | \$15.00 (ID Cost only) |

*Regarding Facility Use ID: Each person in the family 16 years or older will be issued a CSC Facility Use ID.. Any family member under 16 must be supervised by an adult at all times.

RACQUETBALL COURT FEES

There are no racquetball court fees for individuals with a current CSC ID at this time

NOTE: Any further equipment needs must be cleared through the NPAC Coordinator or the Intramural Director.

All persons using the facilities do so at their own risk. Individuals use these facilities with the understanding that they waive any and all claims for themselves and their heirs against College personnel or the State of Nebraska for injury or illness which may directly or indirectly result from their utilization of these facilities.

10. Reta King Library

- a. Classrooms/Seminar/Conferencing Rooms - \$50.00 (0-4 hours) with a charge of \$25.00 per hour for each additional hour.
- b. Lab - \$50.00 (0-4 hours) with a charge of \$25.00 per hour for each additional hour.*

11. Student Center

- a. Meeting Room/Lobby - \$50.00 (0-4 hours), \$100.00 (5-8 hours)
- b. Ballroom - \$200.00 (0-4 hours), \$400.00 (5-8 hours)
- c. Pool tables/Games Area/TV Lounge - \$50.00 (0-4 hours), \$100.00 (5-8 hours)
Arrangements for exclusive use of any of these areas by a club/organization must be made through the Building Manager of the Student Center at least 48 hours prior to the date requested so a notice may be posted to inform students that the area is not open for general use during that period. The recording of programs broadcast on the Student Center television is prohibited.

Special Service Fees:

Associated fees are to be billed on the basis of actual costs incurred by the College except for the following listed services:

1. Security and Traffic Control -

\$15 per hour per person; 2 hour minimum

2. Custodial Services/Groundskeeper -

\$15 per hour per custodian, fees will be based upon work to be performed
\$20 per hour per custodian when food is served or provided at the function

3. Piano -

\$100 per piano/per location

4. Telecommunications/IT Specialists –

\$15 per hour per person; 2 hour minimum

5. Other -

Other special fees as indicated per building.

Other special service fees will be determined by the Vice President for Administration. Special service fees are assessed on a per hour basis, with a full hour being charged for any part of an hour.

Appendix B

FACILITY RENTAL AGREEMENT

This Facility Rental Agreement (Agreement) between the Board of Trustees of the Nebraska State Colleges doing business as Chadron State College (College) and << enter Lessee Name here >>, a *Choose an item.*, (Lessee) stipulates:

1. Purpose of Use. Rental of Facility Rental
2. Date(s) & Time(s). <<enter Date(s) & Time(s) here>>.
Note: Rental time for this Agreement may not exceed fifty (50) calendar days.
3. Scope of Agreement. <<enter specific buildings/rooms covered by this Agreement and maximum occupancy for each room>>
4. Damage to Premises. The Lessee agrees and understands that Lessee is responsible for repair and/or replacement of damage to premises, fixtures, appliances, or landscaping resulting from Lessee's use of said premises.
5. Excluded Services. No linens or sheets will be provided or laundered as part of this Agreement. No cleaning or custodial services will be provided as part of this Agreement. A common receptacle is provided on College property and the Lessee is responsible to empty trash containers from rented rooms into the common receptacle.
6. Prohibited Substances. The Lessee understands that alcohol, illegal drugs, and/or drug paraphernalia may not be possessed, stored, or consumed on campus. Smoking, including E-cigarettes, may only occur in designated areas on campus. Smoking and/or tobacco use is prohibited inside residence halls, including all individual rooms.
7. College Contact Information.
 - Facility Supervisor: Shellie Johns, 308-432-6380, sjohns@csc.edu
 - <<Enter Food Service Provider>> has exclusive rights to all concessions sold/provided on campus. Contact the Director at <<enter phone number>> for concession questions and arrangements.
 - Parking policies are enforced by Campus Security. Contact Mark Hunt at 308-430-6037 for parking arrangements or questions.
8. Lessee Contact Information.

The following individual shall be available at all times during the period of use.
<<Enter Name>>, <<enter Phone Number>>, <<enter Email>>
<<Enter Billing Address>>
9. Fees.
<<Enter all fees for each room noted in Section 3 above>>

Payment should be mailed to: Chadron State College, Conferencing Office, 1000 Main Street, Chadron, NE 69337. Payment is due within ten (10) calendar days of the conclusion of the rental period.

10. Liability Insurance. One box below must be selected and marked.

The Lessee is required to carry liability insurance in the amount of one (1) million dollars per occurrence with a five (5) million dollar umbrella to be in effect during the date(s) and time(s) specified above. The Lessee's insurance policy shall be primary and non-contributory. College shall be named as an additional insured party on the policy and the certificate of insurance shall reflect that the policy waives the right of subrogation against College. A copy of the certificate shall be provided to College prior to the start of the event.

The Lessee is required to carry liability insurance in the amount of one (1) million dollars per occurrence with a three (3) million dollar umbrella to be in effect during the date(s) and time(s) specified above. The Lessee's insurance policy shall be primary and non-contributory. College shall be named as an additional insured party on the policy and the certificate of insurance shall reflect that the policy waives the right of subrogation against College. A copy of the certificate shall be provided to College prior to the start of the event.

The Lessee is required to carry liability insurance in the amount of one (1) million dollars per occurrence to be in effect during the date(s) and time(s) specified above. The Lessee's insurance policy shall be primary and non-contributory. College shall be named as an additional insured party on the policy and the certificate of insurance shall reflect that the policy waives the right of subrogation against College. A copy of the certificate shall be provided to College prior to the start of the event.

The Lessee is operating a program involving minors and is required to carry liability insurance AND sexual molestation liability coverage in the amount of one (1) million dollars per occurrence with a five (5) million dollar umbrella to be in effect during the date(s) and time(s) specified above. The Lessee's insurance policy shall be primary and non-contributory. College shall be named as an additional insured party on the policies and the certificates of insurance shall reflect that the policy waives the right of subrogation against College. A copy of the certificates shall be provided to College prior to the start of the event.

The Lessee is not required to carry liability insurance as a condition of this Agreement.

The Lessee is a federal government entity and is self-insured. The Lessee will provide a letter indicating their self-insured status as a condition of this Agreement.

11. Indemnification. Except for claims arising out of acts caused by the negligence of College or its agents or employees, the Lessee shall indemnify, defend, and hold harmless College, at Lessee's expense, from and against all claims, by or on behalf of any person, firm or corporation, for personal injuries and death, or loss, expenses, damages, or liabilities arising from any act or omission of the Lessee or its agents, employees, licensees or invitees.

12. Law Observance. Lessee and its employees, agents, licensees and invited guests shall abide by, conform to and comply with all federal, state, and local laws, rules, ordinances and regulations, and shall not do, nor suffer to be done, anything at College's facilities and grounds in violation thereof.

13. Governing Law. This Agreement shall be construed, interpreted and governed by the laws of the State of Nebraska.

14. Cancellation. This Agreement may be terminated, with or without cause, by either party with thirty (30) calendar days' written notice.

15. Party Signatures.

For: Lessee

Lessee Authorized Official

Date

For: Board of Trustees of the Nebraska State Colleges dba Chadron State College

Chadron State College Vice President
for Administration and Finance

Date

Template revised 7-19-19
Date

Appendix C



Memorial Hall Technical/Setup Information Worksheet

Name of Event: _____

Date & time of event: _____

Rehearsal date & time: _____

Rooms needed for event:

- _____ Auditorium
- _____ Dressing Room - 115
- _____ Dressing Room - 119
- _____ Lobby

Items that you will need on the stage (Please indicate on the map the location of each item):

- _____ 6' table
- _____ 8' table
- _____ Podium
- _____ Chairs
- _____ Conductor's Box
- _____ Music Stands
- _____ Piano - Charge for the Piano will be \$100.00
- _____ Piano specially tuned for your event will cost an additional \$100.00

Technical Equipment for the Auditorium

- Sound: _____ Microphone(s) (we will do our best to provide cordless microphones for your event)
- _____ CD Player/ laptop/phone, etc.
- _____ Projector Screen

We will not provide LCD projector(s) and computer(s) for your presentation, but we do request that you notify us if you are using them.

Computer: _____ MAC

_____ PC

_____ If you are using the projector, do you want sound setup from it.

_____ Communication Equipment - headset used by our staff.

Lights:

- _____ Full Stage
- _____ Speaker
- _____ Dim lights for a presentation
- _____ Spot Light/ Follow Spot

If you are requesting colored lights, there will be a charge for the Gel that are used.

| | | | | |
|---|-------|-----|-------|----|
| Do you require the lights to change during the event? | _____ | Yes | _____ | No |
| Do you have any special lighting requests? | _____ | Yes | _____ | No |
| Do you want to use color lights? | _____ | Yes | _____ | No |
| Colors: | _____ | | | |

Charges associated with the rental of Memorial Hall - Auditorium

Facility Charges:

Auditorium - \$200.00 (performance - full day)
 Rehearsal - \$70.00 (based on a two day booking)--this seems low...rehearsals can be more demanding on equipment/facilities/crew than performance

Dressing rooms are provided when you book the Auditorium
 Lobby - \$50.00 (0-4 hours), \$100.00 (4-8 hours)
 Piano - \$100.00 Charge to use the piano, additional \$100.00- if there is a request for tuning.

Charges for Sound & Lights ---crew members will be hired and assigned by CSC based on the needs of the event. Please understand that there may be more than one crew member hired for each event:

\$10.00 per hour/per person
 1 Technical Person will be assigned for the sound equipment (microphones & CD)

\$10.00 per hour/per person
 1 Technical Person to run the presentation equipment

\$10.00 per hour/per person
 1 Lighting person to run the basic setup
 2nd Lighting person for the special light requests - spot light/ follow spot

\$10.00 per hour/per person
 Back stage personnel for assistance with performances.

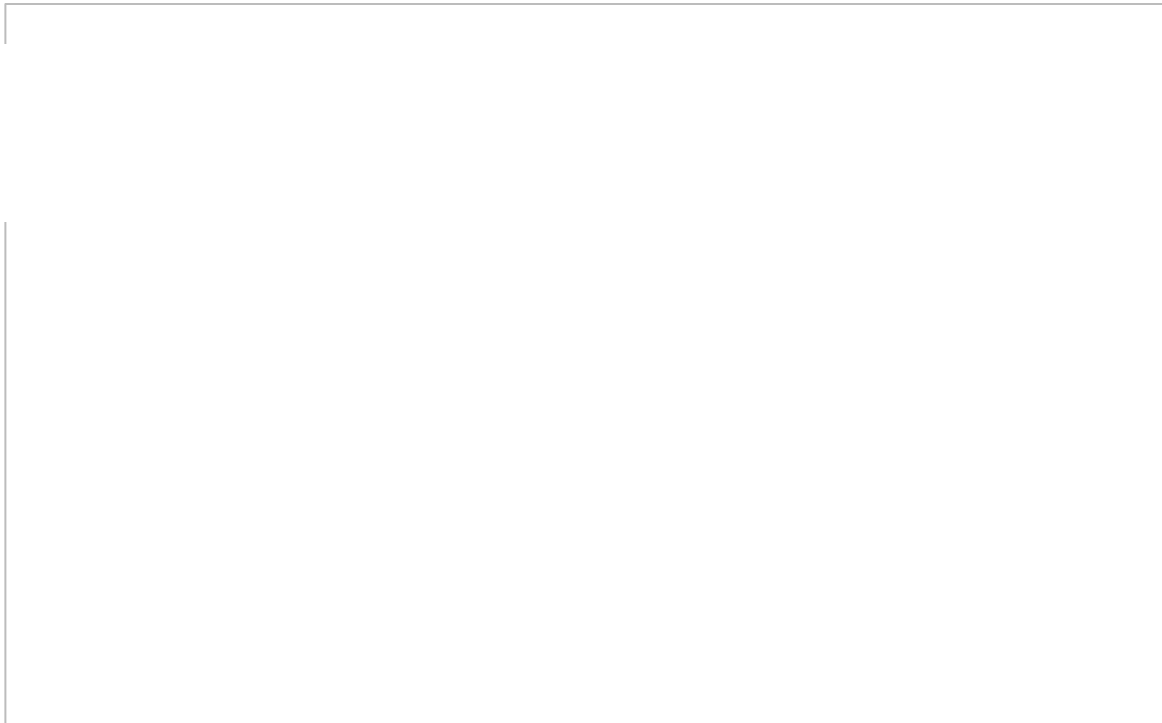
A technical director will be signed to the event - fees - \$35.00 per hour.

Chadron State College reserves the right to substitute facilities and/or cancel arrangements at its discretion. Chadron State College further reserves the right to review, specify, and restrict any advertising, sales transactions, or product distribution on the campus. All reservations are subject to the Nebraska State College [Systems board policies \(http://www.nscs.edu/policy-manual.htm\)](http://www.nscs.edu/policy-manual.htm) and [Chadron State College Facility Use Policy \(http://www.csc.edu/conferencing/rooms.csc\)](http://www.csc.edu/conferencing/rooms.csc).

Memorial Hall Auditorium Map

Items that are shown on the map will be placed according to your indications below.

West



Stairs

Audience

Stairs

Appendix E



Resident Halls and Food Rates 2020-2021

Meal Rates per person (Camps & Training):

| | |
|-------------------------------|--------------------|
| Athletic & RA Training Rates* | \$11.50 or \$16.70 |
| Orientation Rates** | \$16.70 |
| Conferencing Rates | \$21.80 |
| Athletic Rates | \$21.80 |

Resident Halls

CSC Sponsored Camps (Elderhostel, Cheerleaders, Volleyball, Basketball, Computers, Music, Etc.)

Double Occupancy - \$16.85 per person/per night (based on double occupancy) ***
Single occupancy - \$22.90 per person/per night ***

Conferencing/Workshops

Winter Rates

Double Occupancy - \$24.40 per person/per night (based on double occupancy) ***
Single occupancy - \$32.25 per person/per night ***

Summer Rates

Double Occupancy - \$24.60 per person/per night (based on double occupancy) ***
Single occupancy - \$42.90 per person/per night ***

*\$11.50 per person/3 meals (breakfast, lunch, dinner); Breakfast – hot meal (example: eggs, hash browns, meat option), toast station, fruit, dessert station, cereal, beverages. Lunch & Dinner – includes 1 entrée (example – pork loin, broccoli, mashed potatoes or grilled item – hamburger and fries), pizza bar, salad bar, dessert bar, fruit and beverages OR \$16.70 per person/3 meals (breakfast, lunch, dinner); Breakfast– hot meal (example: eggs, hash browns, meat option), toast station, fruit, dessert station, cereal, beverages. Lunch & Dinner – includes 1 entrée (example – pork loin, broccoli, mashed potatoes) grilled item – hamburger and fries), pizza bar, salad bar, dessert bar, fruit and beverages.

**Cafeteria only, catered meals follow catered rates: \$16.70 per person/3 meals (breakfast, lunch, dinner); Breakfast– hot meal (example: eggs, hash browns, meat option), toast station, fruit, dessert station, cereal, beverages. Lunch & Dinner – includes 1 entrée (example – pork loin, broccoli, mashed potatoes) grilled item – hamburger and fries), pizza bar, salad bar, dessert bar, fruit and beverages.

***Linen packets and meals are not included.

Linen Packets

Linen packets include sheets, towels (one hand towel & one bath towel), pillow and a blanket.

Packets are provided to our guests at check in only (Beds are not made).

Linen Packet (1) - \$6.50 per person/per packet Additional Towels - \$1.40 each

Appendix F



Request to Bring Food On Campus

Today's Date: _____

Event Name: _____

Date and Time of Event: _____

Location of the Event: _____

Club/Organization Name: _____

Contact Person: _____

Phone Number: _____

What is the purpose of the event?

What type of food are you requesting to bring on campus for this event (please list all items)?

Are there raw products that could be purchased from the food service for this event?

Is any of the food you are bringing on campus donated by another business or organization?
____yes ____no Business or Organization Name: _____

****Please complete the above information and return to the CSC Conferencing Office.**

Approved: _____

Denied: _____

Signature of Director of Food Service: _____

Date: _____

Signature of Coordinator of Conferencing: _____

Date: _____

Reviewed: 5/2020

Appendix G



Chadron State College Conferencing
1000 Main Street
Chadron, NE 69337
(308)-432-6380

Request to Sell Items on Campus

This form needs to be completed by the Event Sponsor for each vendor or person coming to campus to sell items. Once you have completed section A, please forward the form to the Conferencing Office for additional information.

Section A:

Today's Date: _____

Event Name: _____

Name of Event Sponsor: _____ Phone: _____

Date & Time of Event: _____

Location of Event: _____

What are the items that you would like to bring on campus to sell?

Please explain how CSC will benefit by having these items sold on campus?

Section B:

Approved: _____

Disapproved: _____

Game Day

Date

Please send the completed form to the Conferencing Office.

Coordinator of Conferencing

Date

Copy of form sent to:

Sponsor: _____

Bookstore: _____

Revised: May 2020