

CHADRON STATE COLLEGE

FACILITIES USE POLICY

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RESERVING A ROOM AT CHADRON STATE COLLEGE

-QUICK REFERENCE-

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.

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.

USE AND RESERVATIONS

Reservations for campus facilities are scheduled on a first come, first serve basis. All groups are encouraged to contact the Conferencing Office (432-6380) to make reservations well in advance of their program or activity. Specific details for audio-visual equipment, food service, and room arrangements should be submitted at least two weeks in advance. The 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. Chadron State College clubs and organizations may make reservations for the entire upcoming academic year.

The facilities of Chadron State College are available primarily to house and enhance the academic learning process, and to fulfill the academic mission of the institution. Facilities may also be available for use or rental. Individuals or organizations interested in the use of campus buildings or facilities shall contact the Conferencing Office. In each case, the Conferencing Office will work with the department involved to determine the availability of the facility requested.

The College reserves the right to determine use of its facilities by any off-campus group and shall be the sole judge in making the determination. The facility cannot be used if it is determined that the facilities requested would be used for purposes that duplicate or compete with College educational activities, or that the use would not be appropriate for the requested facility.

Chadron State College will neither allow nor deny the use of its facilities by any individual or organization, for any purpose, where the effect of allowing or denying the use would be to discriminate or permit discrimination on the basis of race, sex, color, religion, creed, age, national origin, or handicap.

While the College will continue to cooperate with the various non-profit and for profit community activities, the Chadron State College campus will not normally be made

available for uses such as regularly scheduled religious services, camp-out groups, commercial musical concerts, or other such programs except as determined by the Vice President for Administration.

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. Chadron State College's continuing education not-for-credit courses and activities.
3. College recognized campus organizations and student organizations.
4. 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

All requests, oral or written, shall be made in advance to the Conferencing Office (432-6380).

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 and theatrical 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.

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 and individuals, 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 group or individual to qualify for sponsorship, the group or individual must directly benefit the College and the activity of the group or individual must directly relate to the sponsoring department. The sponsor or representative of the sponsoring department must be present at 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 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.**

D. FACILITY FEES

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.

E. 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. Lifeguards -
\$10 per hour per lifeguard (Nebraska requires two lifeguards)
4. Piano -
\$75 per use
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.

F. 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.

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

Not provided in this electronic document. For a copy,
please contact the CSC Conferencing Office.

Not provided in this electronic document. For a copy,
please contact the CSC Conferencing Office.

G. 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.

H. DANCES ON CAMPUS

The presiding officer and the sponsor of an organization sponsoring an on campus dance and/or concert are expected to be in attendance at the dance/concert the entire time of the event, and are responsible for damage or theft which occurs during the event. The sponsoring organization will pay for any damage that occurs to the facility whether or not the damage was caused by an actual member of the organization. Illegal drug use and/or the unauthorized use of alcohol is not permitted on campus. If an incident arises over the possession of alcohol or drugs, the organization may not be permitted to schedule events for the remainder of the academic year.

On campus dances will conclude no later than 12 midnight Sunday through Thursday, and no later than 1 a.m. Friday and Saturday with permission of the Building Manager (432-6455) when held in the Student Center. If held in other buildings, the sponsor should check with the Building Manager of that building.

I. CAMPUS CLEAN AIR POLICY

Smoking is prohibited in Chadron State College campus facilities. Smoking on the grounds of CSC is allowed as long as such use is not within close proximity (defined as within 10 feet) of any facility entrance or work site, unless other restrictions prevail.

ADMINISTRATION BUILDING

SECOND FLOOR & THIRD FLOOR

A. AREAS FOR USE/CAPACITY

Classroom use for the department of the School of Liberal Arts. These are Visual and Performing Arts, Language, Literature and Communication Arts, Social Sciences and Justice Studies with permission of the Dean of Arts and Sciences. Capacities of room vary.

B. PRIORITY

1. Departmental activities of the School of Arts and Sciences such as meetings called by the Dean, the meetings of the Chairs, department meetings, meetings of student organizations, etc., with the permission of the Dean of Arts and Sciences. Room usage for other departments, faculty, and officers of the College with the permission of the Dean of Arts and Sciences.
2. Classroom use for Western Nebraska Community College classes and other colleges, especially the developmental writing classes with permission of the Dean of Arts and Sciences.
3. Off-campus organizations whose goals mesh with those of Chadron State College with permission of the Dean of Arts and Sciences.

C. CHARGES

No usage fee will be charged but off-campus organizations will be liable for any damages to the room or its furniture.

BURKHISER TECHNOLOGY COMPLEX

DISTANCE LEARNING ROOMS

A. AREAS FOR USE/CAPACITY

<u>Room</u>	<u>Capacity</u>
100	50
109	20
200	40

Distance education rooms are designed to send and receive T1 and satellite transmission. The rooms are to be used for telecommunication educational activities when not utilized for Chadron State College courses and conferences.

B. PRIORITY

The first priority is Chadron State College courses. The priority after that will be in this order; Chadron State College student activities and functions, educational functions associated with other public educational institutions and agencies, non-college related groups and functions as agreed upon by the Chadron State College Conferencing policies. These rooms are scheduled for CSC classes and functions through the Telecommunications Specialist's office (432-6234).

C. CHARGES

Non-educational institutions, organizations, and agencies pay a \$50.00 room charge per videoconference plus appropriate line charges. Scheduling will be dependent on the availability of an on site Chadron State College technician.

LECTURE ROOMS

A. AREAS FOR USE/CAPACITY

<u>Room</u>	<u>Capacity</u>
154	25
155	25
160	60
201	45
202	45

These are lecture rooms with tables and chairs. The rooms will have a screen, overhead projector, and white board. The user will need to furnish the whiteboard markers, LCD's or projectors and computers. (Room #160 may be divided into two rooms via a movable wall, in which case one side will house 25 people and the other side 35 people.)

B. PRIORITY

Chadron State College courses and workshops will have first priority for use of the rooms. The priority after that will be in this order; Chadron State College student activities and functions, educational functions associated with other public educational institutions and agencies, non-college related groups and functions as agreed upon by the Chadron State College Conferencing policies.

C. CHARGES

Sanctioned Chadron State College student organizations will not be charged for room use and will schedule use through the Chair of Department of Business and Economics (432-6365). Otherwise the usage fee for these rooms is \$50 per day per room unless the College has a special agreement with the educational institution or agency. The scheduling and billing is to be done through the Conferencing Office (432-6380).

COMPUTER LABORATORY

A. AREAS FOR USE/CAPACITY

<u>Room</u>	<u>Capacity</u>
141	24

This room has 24 computers. The room may be used for educational training only and MUST have a Chadron State College faculty member present and responsible for the proceeding. Computer use is limited to the software that has been loaded onto the hard drive by Chadron State College personnel. No additional software may be installed on the system without the expressed, written consent of the Department of Business and Economics Chair or the Dean of Business, Economics, Applied Mathematics & Sciences. This room is scheduled through the Conferencing Office (432-6380).

B. PRIORITY

Chadron State College courses have first priority, second priority is for the “student use time” associated with coursework, and the third priority is for educational training when a Chadron State College faculty member is present and responsible for the training proceedings.

C. CHARGES

Charge to for-profit organizations is \$100 per day plus the fees charged by the attending faculty member. Computers can be used only for educational training.

SPECIALIZED LABORATORIES WITHIN THE BURKHISER TECHNOLOGY COMPLEX

A. AREAS FOR USE/CAPACITY

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 do house equipment and materials that can be dangerous if improperly used, that can be easily damaged if mishandled, and that 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 agricultural laboratories (#145, #146, #147); family and consumer sciences laboratories (#205, #206, #208, #210, #212); and industrial technology laboratories (#228, #229, #230, #231).

CAMPUS HOUSING

CONFERENCE – HOUSING GUESTS

(Effective July 1, 2008 – June 30, 2009)

Winter Rates

Residence Hall Rooms

Double (2) - \$15.00 per night per person
Single (1) - \$21.50 per night per person
(meals extra)

Summer Rates

Resident Hall Rooms

Double (2) - \$16.00 per night per person
Single (1) - \$27.50 per night per person
(meals extra)

Children (Winter and Summer Rates the same)

\$8.00 per child per night (meals extra)
Children under 3 years - no charge
Children over 12 years - adult rate

CSC SPONSORED CAMPS

(Elderhostel, Cheerleader, Volleyball, Basketball, Computer, Music)

Residence Hall Rooms

Double occupancy - \$11.50 per night per person (linen & meals extra)
Single occupancy - \$15.25 per night per person (linen & meals extra)

LINEN

Includes sheets, towels, pillow, and blanket (beds are not made).
\$5.50 per person - per linen pack
\$1.25 additional towels

MEALS

Meals must be arranged through the Conferencing Office.

High Rise Penthouse

1 person \$35.00 per night
2 persons \$42.00 per night
3 persons \$51.00 per night
4 persons \$60.00 per night

High Rise First Floor Guest Room

1 person \$25.00 per night
2 persons \$31.00 per night
3 persons \$41.00 per night
4 persons \$46.00 per night

The Penthouse and High Rise 1st Floor Guest Room rates include linen.

Prices subject to change without notice.

CRITES HALL (LOBBY)

A. AREAS FOR USE/CAPACITY

<u>Room</u>	<u>Capacity</u>
Lobby	100
Garden Level Lobby	30

Seating is available for approximately 30 people in the lobby with accompanying display tables. In the Garden Level Lobby tables will need to be arranged through the CSC Conferencing Office (432-6380).

B. PRIORITY

Priority will be given to CSC sponsored events followed by student sponsored activities and finally by organizations external to the campus that are sponsoring an activity approved by the College. The CSC Conferencing Office (432-6380) will schedule use of the Crites Hall Lobby with the Vice President for Enrollment Management & Student Services (432-6280) and the Assistant Vice President for Enrollment Management (432-6053).

C. CHARGES

A fee of \$50 (0-4 hours) with a charge of \$25/hour for each additional hour (over 4 hours) will be assessed from the Conferencing Office to the following groups for use of the area, room setup, and cleaning after the event:

- a. Tax supported bodies of a local government, the state government, the federal government, or a political subdivision thereof.
- b. Nonprofit organizations that are civic minded or charitable in nature and that serve broad-based community interests.

HILDRETH HALL

A. AREAS FOR USE/CAPACITY

<u>Room</u>	<u>Capacity</u>
105	53
202	55
205	40
302	44
01	154

Rooms #202, #205, and #302 have tables and no desks.

B. PRIORITY

Priority will be given for the scheduling of classes. The second priority is for departmentally related activities. The third priority would be approved use by off-campus groups. The CSC Conferencing Office (432-6380) will schedule use of Hildreth Hall for all off-campus groups. On campus groups should contact the Department Chair for the Education (432-6442).

C. CHARGES

A fee of \$50 (0-4 hours) with a charge of \$25/hour for each additional hour (over 4 hours) will be assessed from the Conferencing Office to the following groups for use of the area, room setup, and cleaning after the event:

- a. Tax supported bodies of local government, the state government, the federal government, or a political subdivision thereof.
- b. Nonprofit organizations that are civic minded or charitable in nature and that serve broad-based community interests.

D. OTHER

The approved group utilizing the classrooms will be responsible for damage to any equipment and for all liability related to use of the room or rooms.

KLINE CENTER

A. AREAS FOR USE/CAPACITY

<u>Room</u>	<u>Capacity</u>
Seminar Room (1 st Floor)	42
Lobby (2 nd Floor)	100
Tutoring Center	60
TV Studio	100
Supplemental Instructional (Room 229)	20
Supplemental Instructional (Room 227)	48

First Floor

The Kline Center 1st Floor Seminar Room can be arranged to accommodate up to 42 persons or seating for 23 – 29 people with arrangements for tables/chairs, computer stations, 3 WP stations, 2 Macs w/scanners, 1 Multimedia, and a production station.

Second Floor

The Kline Center Second Floor Lobby has 12 easy chairs with coffee tables suitable for receptions. Additional chairs are available.

The Tutoring Center/ TV Studio can be arranged for meetings or receptions with round and rectangular tables and chairs.

The TV Studio includes a stage; tables and chairs are available.

The Supplemental Instructional Room #229 is available for up to 20 people.

The Supplemental Instructional Room #227 is available for up to 48 people.

B. PRIORITY

Priority will be given to CSC sponsored events followed by student sponsored activities and finally to organizations external to the campus that are sponsoring an activity approved by the College. The CSC Conferencing Office (432-6380) will schedule use of the Kline Center Main Floor, the Second Floor lobby, and the TV Studio. Arrangements for use of the Tutoring Center, Supplemental Instructional Rooms can be made by contacting the appropriate offices for those facilities.

C. CHARGES

A fee of \$50 (0-4 hours) with a charge of \$25/hour for each additional hour over 4 hours will be assessed from the Conferencing Office to the following groups for use of the area, room setup, and cleaning after the event:

- a. Tax supported bodies of a local government, the state government, the federal government, or a political subdivision thereof.

- b. Nonprofit organizations that are civic minded or charitable in nature and that serve broad-based community interests.

MARI SANDOZ HIGH PLAINS HERITAGE CENTER

Reservations for use of the Mari Sandoz High Plains Heritage Center must be made through the Conferencing Office (432-6380). The Conferencing Office reserves the right to move events depending upon the anticipated number of attendees. Failure to notify the Conferencing Office of event cancellations may result in the loss of reservation privileges.

SIGNAGE/DECORATIONS:

1. Placement of all posters, fliers, and notices will be at the discretion of the Building Manager.
2. Decorations in the MSHPHC must be easily removable, environmentally friendly to the building finish, and approved by the Building Manager. Thumbtacks will not be allowed on walls or wood surfaces. Posters/flyers are not allowed on any windows in the MSHPHC except by special permission of the Building Manager.
3. Glitter, confetti, sparkles, and fake snow, etc. may not be used as a decoration in the MSHPHC.
4. Outside signage must be approved by the Building Manager prior to the event. The signage must be easily removable and taken down immediately after the event.

AREAS FOR USE/CAPACITY

<u>Room</u>	<u>Capacity</u>
Chicoine Atrium	75 (tables and chairs) 200 (chairs lecture style)
Col. C.F. Coffee Gallery	30 (tables and chairs) 60 (chairs theater style)
Exhibition Gallery Space – Kiewit Gallery	65 (chairs theater style with no internal barriers)
Gottschalk Gallery	no seating or congregating permitted, tours excluded
Kosman Room	40 (tables and chairs)
ITV Classroom	Not able to remove tables and chairs
Research Room	20

PRIORITY

Chicoine Atrium, Col. C.F. Coffee Gallery and Exhibition Gallery Space:

Priority will be given to Chadron State College classes and sponsored events followed by student sponsored activities, finally, by individuals, organizations, and agencies external to the campus.

Kosman Room and Research Room:

Priority will be given to Chadron State College courses. The priority after that will be in this order: Chadron State College student activities and functions, educational functions associated with other public educational institutions and agencies, no-college related groups and functions as agreed upon by the Chadron State College Conferencing Office.

CHARGES:

Chicoine Atrium

Fee: \$75.00 (0-4 hours) or \$150.00 (4-8 hours) **

Col.C.F. Coffee Gallery

Fee: \$50.00 (0-4 hours) or \$100.00 (4-8 hours) **

Exhibition Gallery Space (Gottschalk and Kiewit Galleries)

Fee: \$50.00 (0-4 hours) or \$100.00 (4-8 hours) **

Kosman Room (ITV Classroom)

Non-educational institutions, organizations, and agencies pay a \$50.00 (0-4 hours) or \$100.00 (4-8 hours) room charge for use of the room. If the institution, organization, or agency chooses to schedule a videoconference or use technical equipment in the room, additional charges, including, but not limited to line charges, may apply. Scheduling will also be dependent upon the availability of an on-site Chadron State College technician. **

Research Room

Chadron State College recognized student organizations and departments are exempt from basic facility use fees except for required special services. (i.e. lab fees, etc.) **

**All fees will be assessed from the Conferencing Office to the following individuals, organizations, and agencies for use of the areas, room setup, and cleaning after the event:

1. Tax supported bodies of local government, state government, federal government, or political subdivisions thereof.
2. Non-Profit organizations that are civic minded or charitable in nature and that serve broad-based community interest.
3. Organizations that are determined to be for-profit may use the facility upon approval of the Coordinator of Conferencing.
4. Private Individuals may use the facility upon approval of the Coordinator of Conferencing.

Audiovisual equipment use must be requested through the Conferencing Office when making the room reservation prior to the event.

All requests for meals or refreshments must be arranged with the Conferencing Office. Please note that special services and additional charges may apply.

RESTRICTIONS:

1. No pets or animals are allowed in the MSHPHC with the exception of those used in assisting a person with a disability.
2. 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.
 - A. Col. C. F. Coffee Gallery – Liquids are only allowed in the room if they are sealed containers. Food is not allowed in the room without permission from the Building Manager.
 - B. Exhibition Gallery Space – Liquids are only allowed in the room if they are sealed containers. Food is not allowed in the room without permission from the Building Manager.
 - C. Kosman Room – Liquids are only allowed in the room if they are sealed containers. Food is not allowed in the room without permission from the Building Manager.
 - D. Research Room – No liquids or food are allowed in the room without permission from the Building Manager.

MATHEMATICS AND SCIENCE BUILDING

A. AREAS FOR USE/CAPACITY

<u>Room</u>	<u>Capacity</u>
Rotunda Area	50
006	98
008	98
144	50
246	50

The rotunda area accommodates 50 for refreshments and informal gatherings. Rooms 006 and 008 are set in auditorium style with both having multi-media capability. These rooms are usually not locked, and are equipped with standard teaching equipment. Other rooms are smaller. Many rooms are furnished with tables and chairs. Laboratories are available for use only with pre-approval of the Dean of Arts and Sciences (432-6246), and the Laboratory Supervisor for the particular laboratory. A written request, including the name and qualifications of the activity supervisor, is required.

B. PRIORITY

Priority will be given to CSC classes and sponsored events followed by student sponsored activities and finally by organizations external to the campus that are sponsoring an activity approved by the College. The CSC Conferencing Office (432-6380) will schedule use of the Mathematics and Science Building with the Dean of Arts and Sciences (432-6246).

C. CHARGES

Fees will be charged based on time of use, duration of use, and specific room for room setup, equipment use, and cleanup following the event sponsored by the following groups:

- a. Tax supported bodies of a local government, the state government, the federal government, or a political subdivision thereof.
- b. Nonprofit organizations that are civic minded or charitable in nature and that serve broad-based community interests.

MEMORIAL HALL

A. AREAS FOR USE/CAPACITY

<u>Room</u>	<u>Capacity</u>
Lobby	150
Recital Hall	80
Main Gallery	50
Mezzanine Gallery	15
Auditorium	700

B. PRIORITY

Priority will always be with the units housed in Memorial Hall - Art, Music, Theatre and Cultural Programs. CSC sponsored events and student sponsored events will be given second priority. Scheduling and billing for Memorial Hall is done through the CSC Conferencing Office (432-6380).

C. CHARGES

<u>Room</u>	<u>Charges</u>
Lobby (0-4 hours)	\$ 50
Recital Hall (full day)	\$100
(per hour)	\$ 25
Main Gallery (per week)	\$100
Mezzanine Gallery (per week)	\$ 50
Auditorium	
Performance - (full day)	\$200
Rehearsal	\$ 70 (based on a two day booking)
Technicians = \$30.00 per rehearsal/performance	
Designer = range from \$50.00 - \$100.00	

Determined by Technical Director based on scope and complexity of requests
Technical Director will contact renter to determine needs

These charges will be assessed from the CSC Conferencing Office to the following groups for use of the area, room setup, and cleaning after the event:

- a. Tax supported bodies of a local government, the state government, the federal government, or a political subdivision thereof.
- b. Nonprofit organizations that are civic minded or charitable in nature and that serve broad-based community interests.
- c. For-profit organizations that have needs for large spaces.

Not provided in this electronic document. For a copy, please contact the CSC Conferencing Office.

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please contact the CSC Conferencing Office.

Not provided in this electronic document. For a copy,
please contact the CSC Conferencing Office.

MILLER BUILDING

LECTURE ROOMS

A. AREAS FOR USE/CAPACITY

<u>Room</u>	<u>Capacity</u>
104	40
201	34
202	39
301	35
302	39
308	40

All rooms have tables and chairs.

B. PRIORITY

Priority use of classrooms will be for instruction. Second priority will be for college related activities. Third priority will be approved use of available classrooms by outside groups. The use of classrooms by on campus groups should be cleared through the Dean of the School (432-6330). Off-Campus groups will need to contact the CSC Conferencing Office (432-6380).

C. CHARGES

A fee of \$50 (0-4 hours) with a charge of \$25/hour for each additional hour (over 4 hours) will be assessed from the Conferencing Office to the following groups for use of the area, room setup, and cleaning after the event:

- a. Tax supported bodies of local government, the state government, the federal government, or a political subdivision thereof.
- b. Nonprofit organizations that are civic minded or charitable in nature and that serve broad-based community interests.

D. OTHER

The approved group utilizing the classrooms will be responsible for damage to any equipment and for all liability related to use of the room or rooms.

COMPUTER LABORATORY

A. AREAS FOR USE/CAPACITY

<u>Room</u>	<u>Capacity</u>
125	12-15

The room may be used for educational training only. Computer use is limited to the software that has been loaded onto the hard drive by Chadron State College personnel. No additional software may be installed on the system without the expressed, written consent of the Director of Information Technology (432-6311). This room is scheduled

through the Conferencing Office (432-6380) with the coordination of the Director of Information Technology.

B. PRIORITY

Chadron State College courses have first priority, second priority is for the “student use time” associated with coursework, and the third priority is for educational training.

C. CHARGES

Charge to for-profit organizations is \$100 per day and will be billed through the CSC Conferencing Office. Computers can be used only for educational training.

NELSON PHYSICAL ACTIVITY CENTER, ARMSTRONG BUILDING, AND RECREATIONAL FACILITIES

USE AND FEE POLICY

The Nelson Physical Activity Center (NPAC), Armstrong Building, and related athletic and recreational facilities are available for meetings and gatherings for organizations which are directly associated with the College and/or promulgate the philosophy and ideals of higher education or the State of Nebraska.

A. CLASSIFICATION OF ORGANIZATIONS

Organizations requesting the use of these facilities will be divided into two classes for the purpose of determining charges and priorities for use. These classes are defined as follows:

INTERNAL/COLLEGE-RELATED (ICR)

Organizations Directly Connected to the College

The following are considered to be directly connected to the College:

- A. Student government and student organizations recognized by and registered with the Chadron State College Student Senate office.
- B. Official faculty, staff, and College groups.
- C. Groups not officially affiliated with Chadron State but are directly related to the purpose of and sponsored by an official department, division, or student organization of Chadron State College.

EXTERNAL/NON COLLEGE-RELATED (ENCR)

Groups/Organizations not Directly Connected to the College

- A. Tax supported bodies of a local government, the state government, the federal government, or a political subdivision thereof.
- B. Organizations that are civic or charitable in nature and serve broad-based community interests.
- C. Other organizations not already identified as Internal/College-Related.

B. SPECIFIC BUILDING USE

ARMSTRONG BUILDING

The Armstrong Building 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 use 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 use by CSC athletic teams - scheduled by the CSC Strength and Conditioning Coordinator.

Scheduling for 1-5 will be done through the CSC Director of Athletics (432-6345).

6. Pool use cleared through NPAC Coordinator - fees and lifeguards to follow NPAC policy.

NELSON PHYSICAL ACTIVITY CENTER (NPAC)

The Nelson Physical Activity Center (NPAC) and the Armstrong pool may be used by the following groups:

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.

Scheduling will be done through the NPAC Coordinator (432-6342).

C. GENERAL REQUIREMENTS AND PROCEDURES

1. An organization wishing to utilize the NPAC, Armstrong, or other recreational facilities shall file a written request with the Facility Coordinator no later than two weeks prior to the first date of utilization. **The Facility Coordinator for the Nelson Physical Activity Center (NPAC) and Armstrong Pool is the NPAC Coordinator. The Facility Coordinator for the Armstrong Building (excluding the pool), Elliott Field and Stadium, Softball Field, and practice fields south of Armstrong is the CSC Director of Athletics (432-6345).**
2. In the event that the facility is requested by more than one group simultaneously, preference for use of the facility will be given in the following order: Internal/College-Related then External/Non College-Related. In the event of several requests by members of the same class, the NPAC Coordinator will choose from the requests on the basis of its relationship to the educational mission of the College.
3. The College reserves the right to refuse any request based upon security concerns, availability of custodial services, potential disturbance to other activities, prior history of the organization in its usage of facilities, or any other reason related to the College's educational mission and status as a state-supported institution.
4. Any facility usage is subject to applicable College and/or Board of Trustees of the Nebraska State Colleges policies, local government ordinances, and state and federal laws.
5. All arrangements to utilize facilities terminate as provided in the original written agreement between the College and organization or in an earlier written termination notification to the organization by the College. Arrangements are not automatically renewed; a new request must be filed for subsequent use.
6. College equipment shall not be rented or loaned, except by special prior arrangement. Groups using college equipment must agree, in advance, to full responsibility for proper security, care, and maintenance of the equipment.

D. POLICY STATEMENT

Chadron State College considers use of facilities by students, staff, and faculty members for recreational purposes to be appropriate and within its governmental purposes. Any fees assessed to groups or individuals not directly connected to Chadron State College for use of facilities are incidental, being used to meet immediate supervision and supply demands.

1. Recreational facilities are open to individuals and groups for activities possessing recreational value, according to the intended use of each specific area/facility.
2. 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.
3. Facilities are to be used only during posted, open hours or when official permission has been given for "special use".
4. All persons using the facilities are expected and encouraged to use care in respective activities to ensure that injuries are avoided or minimized.
5. All persons utilizing recreational facilities must respect and respond appropriately to area supervision.
6. Rules of conduct, cleanliness, and safety posted in specific recreational areas must be followed at all times.
7. All persons must demonstrate proper care and appropriate use of all equipment and facilities.
8. All children less than 16 years of age must be accompanied and supervised by an adult.
9. Facilities will be open for recreational use only when they are not being used for instruction, athletics, or any other College functions. Facility use will be managed as per established recreational hours.
10. All persons using the facilities are responsible for understanding the policies, rules, and regulations governing their use. Any person who violates these policies will forfeit the privilege to use the facilities.
11. Scheduling of facilities must be arranged through the Facility Coordinator.
12. Those responsible for a scheduled activity will be held responsible for supervising their group in accordance with the policies, rules, and regulations pertinent to the area(s) of the facility being utilized.

13. Individuals using specific activity areas must recognize and follow all posted regulations specific to the area and act in accordance with these policies.
14. Individuals with keys assigned to them will be delegated responsibility commensurate with their duties as representatives of Chadron State College.
15. The gymnastics equipment in the NPAC cannot be used until specific permission has been given, and arrangements made for supervision and specific safety instructions.
16. The weight lifting equipment may be used only after all posted safety precautions have been observed.
17. Armstrong Pool is to be used only when supervised by trained and authorized lifeguard(s).
18. Facilities will be open for use by the following individuals provided that adequate supervision is available, and facility use will be controlled by the appropriate regulations.
 - a) Chadron State College Students
All regularly enrolled students admitted free with current CSC ID.
 - b) Chadron State College Faculty/Staff
All employed personnel admitted free with current faculty or staff CSC ID.
 - c) Local Community Members
All local community members with a daily, monthly, or yearly facility use pass.
 - d) Conference Attendees

NOTE: Dependents of students, staff, and faculty, as well as senior citizens* receive discounted rates automatically; businesses and organizations may receive special “group rates” upon request.

* For the purpose of the NPAC fee structure, a senior citizen is defined as an individual 60 years of age or older.

E. FEE STRUCTURE

Chadron State College encourages the use of the physical education, athletic and recreational facilities by organizations outside of regular College activities. However, recognizing the responsibility to the taxpayers that these facilities are intended primarily for educational purposes, the following policies will be enforced to ensure the facilities are utilized in a manner that will prolong the use and upkeep of all recreational areas. Organizations wishing to use the Chadron State College recreational facilities will be categorized as per the current NPAC, Armstrong Building, and Recreational Facilities Use and Fee Policy.

Use of all facilities is subject to applicable Chadron State College or Board of Trustees of the Nebraska State College policies, local government ordinances, and state and federal laws and regulations.

Any organization seeking to rent or use any portion of the Health, Physical Education and Recreation, and/or Athletic Facilities must contact the Facility Coordinator located in the Activity Center, Room 151 (432-6342).

I. Priority of Use:*

1. CSC Physical Education Classes
2. CSC Athletics
3. CSC Intramural Activities
4. CSC Scheduled Activities (i.e. concerts, conventions, shows, conferences, seminars)
5. Other educational uses including but not limited to secondary school tournaments or activities, activities sponsored by non-profit groups such as Boy Scouts, Girl Scouts, 4-H clubs, etc.
6. General recreational use when the facilities are open and not otherwise scheduled
7. Additional organization use

* Organizations which desire to rent/use the facilities will do so under the classifications described in “NPAC, Armstrong Building, and Recreational Facilities Use and Fee Policy”.

II. Facility Contract Agreement:

A Facility Contract Agreement must be signed by an official of the organization and maintained in the NPAC with the proof of insurance:

1. NPAC Coordinator
2. Dean of Education, Human Performance, Counseling, Psychology, and Social Work

III. General Rules and Regulations:

1. Facilities shall be rented for specific hours. Off-campus sponsors are encouraged to explore use of similar facilities in the local community. Rentals will be for specific rooms or areas, and sponsors shall confine their activities to such specific location and shall not enter other College areas without permission.
2. College equipment shall not be rented or loaned, except by special prior arrangement. Groups using College equipment must agree, in advance, to full responsibility for proper security, care and maintenance of the equipment.
3. Any organization requiring custodial services after regular hours must pay an extra charge.
4. The Facility Coordinator will determine if excess activities are placing a burden on the facilities and personnel. The Facility Coordinator is authorized to suggest alternatives or reschedule events to maintain acceptable space and work loads.
5. All requests must be submitted at least two weeks in advance of the date desired and the Facility Coordinator will honor these on a first come-first served basis.
6. In case of emergency, Chadron State College reserves the right to cancel any event up to 24 hours prior to the event.
7. The use of a facility will not be permitted which will interfere with any scheduled activities at Chadron State College.
8. 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.

IV. Facility Rental Fees:

1. Facility rental fee charges begin when the rented portion of the facility is closed to all other activities and end when the facility is clean and ready for another activity. Hourly rates are as described in the current "Facility Rental Cost Chart" (see pp. 31-32).
2. The maximum charge for one day will not exceed eight (8) hours. Each day runs from 6:00 a.m. to 5:59 p.m. unless prior arrangements are made with the Facility Coordinator.

3. Participants must follow all the normal building rules and regulations unless waived in writing by the Facility Coordinator prior to the beginning of the rental period.
4. Rental charges shall be prepaid prior to the use of the facility unless approval has been given to a written request for a later payment.
5. A damage deposit or certificate of liability insurance may be required upon request of the Facility Coordinator.

V. Personnel Requirements:

1. A custodian(s) must be present whenever the organization using or renting any portion of the facility exceeds 100 participants at any one time.
2. Police officer(s) must be present whenever it is determined to be necessary by the Facility Coordinator.
3. The Facility Coordinator and/or an employee of Chadron State College must be present whenever any organization uses or rents any portion of the facility.
4. The setup of the rental area, clean up of the rental area, and the supportive personnel (custodian, police officers, etc.) are NOT included in the hourly rental fee. This is an additional hourly charge.

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F. FACILITY RENTAL COST (PER HOUR)

<u>AREA</u>	<u>ICR</u>	<u>ENCR</u>
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
ARMSTRONG POOL	FREE	\$ 20.00
ENTIRE ARMSTRONG FACILITY with setup (excluding pool)	FREE	\$ 75.00
SOFTBALL FIELD	FREE	\$ 20.00
FOOTBALL FIELD AND STADIUM	FREE	\$ 30.00
PRACTICE FIELD	FREE	\$ 20.00

* INCLUDES 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 Facility Coordinator.
 - 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 life threatening emergency situation will the NPAC be used to house people overnight. All appeals of this policy must be presented through the Facility Coordinator.

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.

G. 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:			
Family* - Spouse & children		\$5.00	\$50.00
Adult - Spouse		\$5.00	\$45.00
GENERAL PUBLIC:			
Family*	\$3.00	\$15.00	\$110.00
Adult	\$3.00	\$15.00	\$100.00
Senior Citizen (60 years or older)	\$3.00	\$ 5.00	\$ 30.00

Out of town guest: \$3.00 per visit; all other visitors or guests are subject to daily facility use pass rates.

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

RACQUETBALL COURT FEES

There are no racquetball court fees for current CSC Facility Use Pass holders at this time. However, there are rental charges for CSC Racquetball equipment as follows:
\$1.00 per hour / Racquet (nonrefundable)
\$1.00 per ball deposit (refundable)

LOCKER RENTALS

Lockers must be checked out by NPAC Coordinator. Current rates are assigned as follows: \$7.50 per semester; \$15.00 per year.

NOTE: Any further equipment needs must be cleared through the NPAC Coordinator or the Intramural Director. Please refer to Equipment Rental Fees and HPER/NPAC/INTRAMURAL Equipment Use Policies.

SPECIAL RATES - FACILITY USE PASSES

BUSINESS/ORGANIZATION RATES*

Family	\$75.00
Adult	\$65.00

* These rates are only when a business/organization purchases five or more passes for employees. All passes must be sold at the same time. Adult passes only.

RETA E. KING LIBRARY (Classrooms)

A. AREAS FOR USE/CAPACITY

<u>Room</u>	<u>Capacity</u>
106	36
109	12

Classroom 106 (ground floor) is designed as a general purpose classroom.

Classroom 109 (ground floor) is arranged as a seminar room and a computer classroom/lab.

B. PRIORITY

Priority will be given to CSC classes and sponsored events followed by student sponsored activities and, finally, by organizations external to the campus sponsoring an activity approved by the College. The CSC Conferencing Office (432-6380) will schedule use of the King Library classroom in consultation with the Director of Library and Learning Resources (432-6271).

C. CHARGES

A fee of \$50 (0-4 hours) with a charge of \$25/hour for each additional hour (over 4 hours) will be assessed from the Conferencing Office to the following groups for use of the area, room setup, and cleaning after the event:

- a. Tax supported bodies of a local government, the state government, the federal government, or a political subdivision thereof.
- b. Non profit organizations that are civic minded or charitable in nature and that serve broad-based community interests.

D. OTHER

*Use of classroom 109 for data/computer purposes requires that a librarian be in attendance.

STUDENT CENTER

The Student Center provides the following areas for student, faculty, and staff use: a snack bar, courtyards, information desk, Conferencing Office, Student Senate and Campus Activities Board Office, meeting rooms, television, recreational lounges, cafeteria, game area, and college bookstore.

A. STUDENT CENTER MEETING ROOMS-RESERVATION PROCESS

Officially recognized student clubs/organizations shall have priority use of meeting rooms in cases of concurrent bookings. "Officially recognized" shall mean those student clubs/organizations that have constitutions and by-laws on file in the Student Senate Office and have fulfilled the club recognition requirement outlined by Student Senate. These clubs/organizations may reserve rooms for up to one (1) academic year in advance beginning the first month of the Fall semester. Attempts will be made to accommodate student groups that book the first month of each semester. Events vital to the mission of the campus may be scheduled one (1) calendar year in advance. Organized study groups may schedule rooms with the approval of the Conferencing (432-6380).

Reservations for use of the Student Center meeting rooms must be made through the Conferencing Office (432-6380). Reservations need to have information regarding room setup. The Conferencing Office reserves the right to move meeting room assignments depending upon the anticipated number of attendees. Failure to notify the Conferencing Office of meeting cancellations may result in the loss of room reservation privileges.

B. INDOOR DISPLAY AREAS/BELL TOWER PLAZA/NORTH-SOUTH OUTDOOR PLAZA

Arrangements for use of any of the display areas within the building or the Outdoor Plazas North/South must be made through the Conferencing Office (432-6380).

1. Events scheduled in the Outdoor Plazas or by the Bell Tower must leave adequate space so as not to obstruct pedestrian access to the Student Center.
2. The club/organization using the area(s) is responsible for cleaning up trash.
3. Display Areas (booths) must be staffed by student members of the club/organization unless otherwise arranged with the Conferencing Office.
4. Arrangements for tables/chairs to be used in the plazas must be made when reserving the space with the Conferencing Office.

C. POOL TABLES/GAMES AREA/TV LOUNGE

Arrangements for exclusive use of any of these areas by a club/organization must be made through the Building Manager of the Student Center (432-6455) 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.

D. SPONSORS/ADVISORS

Club/organization sponsors are responsible at all times for the supervision of their group while using the building. Events, other than regular club meetings, must have a sponsor/advisor present from beginning to end of the event, including setup and tear-down.

E. CONDITIONS OF USE - BREAKAGE AND DAMAGE

1. The facility must be left in the same condition as it was found prior to the event.
2. Breakage and destruction of equipment or facility damage will be reviewed by the Building Manager (432-6455) and the CSC Conferencing Office (432-6380). If a party is found at fault, he/she will be assessed for repair/replacement charges.

F. SCHEDULING TIMES

Unless prior arrangements have been made, events scheduled in the Student Center may not begin before the building is scheduled to open and may not extend beyond 15 minutes prior to the posted closing times of the Student Center (including tear-down of equipment).

G. SECURITY

Chadron State College reserves the right to assess charges for additional security coverage for any event scheduled in the Student Center.

H. CUSTODIAL

Chadron State College reserves the right to assess charges for additional custodial services for any event scheduled in the Student Center.

I. SIGNAGE/DECORATIONS

1. Posters, fliers, and notices will be restricted to designated bulletin board areas. Placement of all posters, fliers, and notices will be at the discretion of the Building Manager (432-6455).
2. Decorations in the Student Center (excluding the college bookstore, cafeteria and the snack bar) must be easily removable, environmentally friendly to the building finish, and approved by the Building Manager (432-6455). Thumbtacks will not be allowed on walls or wood surfaces. Posters/fliers are not allowed on any windows in the Student Center proper except by special permission of the Building Manager. Masking tape may be used on vinyl walls in the meeting rooms

to display posters/fliers/decoration. All signage/decorations and the tape used to display them must be removed immediately after the event.

3. Glitter, confetti, sparkles, fake snow, etc. may not be used as a decoration in the Student Center.
4. Outside signage must be approved by the Building Manager prior to the event. The signage must be easily removable and taken down immediately after the event.

J. SMOKING

Smoking is prohibited in Chadron State College campus facilities. Smoking on the grounds of CSC is allowed as long as such use is not within close proximity (defined as within 10 feet) of any facility entrance or work site, unless other restrictions prevail.

K. ALCOHOL

The Board of Trustees of the Nebraska State Colleges' policy on alcoholic beverages is available for review in the CSC Conferencing Office (432-6380) and the President's Office (432-6201).

L. VEHICLES/LOADING AND UNLOADING

No motorized vehicles of any kind will be permitted on the lawns, paved walks, ramps, or any other areas not specifically designated for vehicle use. **No vehicles are to be backed through or further than the pillars on the south plaza area for loading or unloading purposes.** Use of the loading docks located on the south side of the building may be arranged by contacting the college bookstore (432-5445) or college food service (432-6734).

M. PETS

No pets or animals are allowed in the Student Center with the exception of those used in assisting a person with a disability.

N. COMPLIANCE

Organizations must comply with local, state, and national laws, as well as Chadron State College policies and regulations.

O. BUILDING PUBLIC ADDRESS SYSTEM

Persons wishing to make announcements over the building public address system must present them to the Building Manager (432-6455) prior to the event. The house sound system is to be used only by authorized Chadron State College personnel.

P. AUDIOVISUAL EQUIPMENT

Audiovisual equipment for meeting use must be requested through the Conferencing Office (432-6380) when making the room reservation prior to the event.

Q. WALL MOVEMENT

The moving of the portable walls in the Student Center is allowed only by authorized Chadron State College personnel prior to the event.

R. FACILITY USE FEE

1. The following groups may use meeting rooms in the Student Center at no charge:
 - a. Officially recognized student clubs/organizations
 - b. Official faculty, staff, or College groups
 - c. Groups not officially affiliated with Chadron State College, but directly related to the purpose of and sponsored by an official department, division, or student organization of Chadron State College.
2. Fees of \$50 per room (0-4 hours) or \$100 per room (4-8 hours) will be invoiced by the Conferencing Office after the event to the following groups for use of the room, room setup, cleaning, and use of audiovisuals:
 - a. Tax supported bodies of a local government, the state government, the federal government, or a political subdivision thereof.
 - b. Nonprofit organizations that are civic minded or charitable in nature and that serve broad-based community interests.
3. Organizations that are determined to be for profit may use the facility upon approval from the Coordinator of Conferencing using the above fee schedule.
4. All teleconferencing activities must be coordinated with the Telecommunication Specialist 432-6234), and the Coordinator of Conferencing (432-6380). Appropriate teleconferencing fees will be assessed by the Telecommunication Specialist.

S. MEALS/REFRESHMENTS

All requests for meals or refreshments must be arranged with the Conferencing Office (432-6380) and coordinated with the college food service.

T. BALLROOM DANCES

1. Dance supervisors will be responsible for being at the dance for the entire time. Supervisors will need to be on site 15 minutes before the dance starts and will stay until the dance is over.

2. The dance supervisors will stand at the doors and check for the appropriate ID of individuals going into the dance. All CSC students entering the dance must have a current ID, no exception.
3. Dance supervisors are responsible for making sure that the back doors to the Ballroom are closed at all times or that there is a Student Center Staff member standing at the doors so that NO alcohol is entering the dance.
4. The lights will be turned on after the last song of the dance to give students 15 minutes to leave. Students present after this time will be asked to leave so that trash can be picked up and the Ballroom arranged back to the way it was before the dance. Any belongings left behind should be put in the lost and found at the Information Desk. Dance supervisors are responsible for seeing that the Ballroom is clean and returned to the same condition prior to the dance.
5. Dance supervisors may volunteer their assistance to the Band or DJ with moving out equipment.
6. The Ballroom should be locked once all equipment is removed; always double check all doors to the Ballroom.
7. Campus Security should stop by the dance several times during the event. Dance supervisors can request their presence by calling 432-0510 and asking them to check on the dance. If there is anything wrong or if something is needed, Campus Security can be contacted.
8. The dance supervisors are responsible for checking the restrooms on the east and west ends of the building to make sure that there is no damage or no one has taken alcohol in the restroom.
9. No one is allowed to stand on the chairs or to sit or stand on the tables.
10. Campus Security can be contacted from the Information Desk by calling the Chadron Police Department (432-0510).

FEE SCHEDULE

-QUICK REFERENCE-

The following information identifies the minimum charges for using the various buildings and areas on campus. A more detailed explanation of these charges can be found in each building and area description.

<u>Building/Area</u>	<u>Room Charges</u>
Administration Building	No charge
Armstrong Building	Varies
Burkhiser Technology Complex	\$50-\$100/day/room
Campus Housing	Varies
Crites Hall	\$50 minimum - \$25/hour
Hildreth Hall	\$50 minimum - \$25/hour
Kline Center	\$50 minimum - \$25/hour
Mari Sandoz High Plains Heritage Center	Varies room selection/time
Mathematics and Science Building	Varies
Memorial Hall	Varies
Miller Building	\$50 - \$100/room
NPAC	Varies
Recreation Facilities	Varies
Reta E. King Library	\$50 minimum - \$25/hour
Student Center	Varies room selection/time