



**CHADRON  
STATE COLLEGE**

# **FACILITY USE HANDBOOK**

**Updated  
July 2025**

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## INTRODUCTION

Chadron State College is pleased to make facilities available to responsible external and internal 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 by reserving the facility(ties), the group shall enter into an agreement to hold the College free of any liabilities incurred in connection with the use of the facility(ties). By completing a reservation, the group shall also bind itself to indemnify the College for any property damages other than normal wear.

Upon approval by the President, or his/her designee, functions which meet the following criteria may be accommodated. The function shall:

1. Not conflict with college functions and purposes.
2. Be in accord with the best interest of the College and/or the community.
3. Not involve the State College System in the promotion of a particular partisan, sectarian, or political position.

Chadron State 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 and their usage of facilities, or any other reason related to the College's educational mission and status as a state-supported institution.

**[Click here](#)** or visit **[csc.edu/conferencing/room-information](http://csc.edu/conferencing/room-information)** to see a list of reservable buildings and rooms.

## PRIORITIES FOR RESERVATIONS

|                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|----------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Armstrong Gymnasium or Chicoine Event Center | May be used by the following: <ul style="list-style-type: none"><li>• Gym use by people on the current roster of a sanctioned CSC athletic team (with the exception of Commencement)</li><li>• Training room and locker rooms used by authorized personnel only during scheduled athletic events</li><li>• Nebraska School Activities Association (NSAA) activities – cleared through the CSC Director of Athletics</li><li>• Concessions – Cleared through the CSC Director of Athletics</li><li>• Weight room used by CSC Athletic teams – scheduled by the CSC Strength and Conditioning Coordinator</li></ul> |
| Nelson Physical Activities Center (NPAC)     | May be used for the following: <ul style="list-style-type: none"><li>• Visiting college teams during home football games</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |

|  |                                                                                                                                                                                                                                                                               |
|--|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  | <ul style="list-style-type: none"> <li>• CSC track and wrestling teams</li> <li>• Athletic teams in emergency weather conditions during an academic year and during athletic camps</li> </ul> <p>Concessions – cleared through the Manager – Sports and Recreation Center</p> |
|--|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

The Conferencing Office (308-432-6380) will coordinate all reservations. 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, such as group fitness programs and community band or choir.
3. College recognized campus organizations and student organizations.
4. Community Education Classes that are approved by contractual agreements. All other classes (excluding Western Nebraska Community College) that are scheduled by other colleges require prior approval from the Vice President of Academics.
5. GED Testing that has been previously approved by the Dean of Professional Studies and Applied Sciences.
6. Outside groups or individuals as appropriate. Outside groups with the understanding that academic planning takes priority may reserve space up to a year in advance of the event.

## **PROCEDURES FOR RESERVATIONS**

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

1. Fill out the Chadron State College Room Reservation Form: <https://forms.office.com/r/zM4AmXvL7n>. If you have any trouble with filling out the form or would like to speak to someone in the Conferencing Office before filling out the form, please call (308) 432-6380 or email [conferencing@csc.edu](mailto:conferencing@csc.edu).

Once the Conferencing Office receives the completed online form, they will:

1. Create the reservation within the CSC system and email a confirmation to the individual or group.
2. Coordinate the event with the individual or group, appropriate Building/Area Manager, and any other department needed for the event to be successful.
3. Provide the individual or group with a Facility Rental Agreement, if applicable.

4. On the day of the event, ensure the room is set up to the specifics listed in the reservation.
5. After the event, provide the individual or group with an invoice for use of the room, equipment, personnel, and any additional services requested, if applicable.

Please consider the following when booking a room/facility:

- Any special arrangements for equipment, furnishings, or services must be arranged through the Conferencing Office as soon as the reservation is created.
- Outside groups may not schedule classroom and educational facilities until after all College class schedules have been confirmed for the semester in which the event is to occur.
- Events may not be scheduled in Memorial Hall until the schedule for college musical, theatrical, and Galaxy performances for the academic year have been determined.
- Events may not be scheduled in the Armstrong Building, Chicoine Event Center, or Nelson Physical Activity Center (NAPC) until the intercollegiate athletic and intramural schedules have been determined for the academic year.
- Arrangements for exclusive use of any of these areas must be made through the Conferencing Office at least 5 business days from the event so a notice may be posted to inform others that the area is not open for general use during that period.

## **CANCELLATIONS**

Cancellation of a reservation needs to be made at least 5 business days prior to the event date. If an event is cancelled, but the individual or group did not notify the CSC Conferencing Office, the individual or group could be charged the reserved rental rate or a \$100 cancellation fee, whichever is more. 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 rescheduled without any additional fees.

## **PAYMENT PROCEDURES FOR USE OF CAMPUS FACILITIES**

Chadron State College has established a fee schedule for the use of reserving rooms and facilities. Fees are subject to an adjustment by the College as deemed necessary.

1. Chadron State College recognized student organizations and departments are exempt from basic facility use fees unless the public is charged to attend the event, this includes donations and fundraising. ([Appendix A: Building and Special Service Fees](#))
2. External groups shall be charged rental fees and will receive an invoice after the event from the Conferencing Office.
3. Campus Co-Sponsorship: Non-profit or government organizations, with the approval of the appropriate Chadron State College Department Chair, Dean, Vice President, or President, may be sponsored by a department within Chadron State College. In order for a group/organization to qualify for sponsorship, they must directly benefit the College, and their activity or event must directly relate to the sponsoring department. The

group/organization 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 College standards. All sponsored functions must comply with the rules and regulations governing the College. No rental fees are assessed for events that Chadron State College co-sponsors. 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 the event will indicate that the event is co-sponsored by Chadron State College. *The sponsor or representative of the sponsoring department must be present during the time of the function.* ([Co-Sponsor Request](#))

## **FACILITY FEES**

Facility fees are determined by building, room, time of event, personnel needed, and special services requested.

1. Classroom usage, lecture rooms, and conference seminar rooms: No rental fee will be charged when used by a recognized college club, organization, or department, with the exception of an activity or event where the public is 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. ([Appendix A: Building and Special Service Fees](#))
2. If the event is held at a time when the building is not normally open (weekends, holidays, or beyond normal hours), there will be a 50% pro-rated charge for every hour past normal operating hours. This is necessary to provide staff and services when they are not normally available. ([Request to Extend Building Hours](#))
3. In the event admission is charged or donations/contributions are collected, an additional fee of 50% of the standard facility rate plus the cost of any special services will be charged.
4. All individuals or groups, regardless of whether rental fees were waived, will be required to pay an hourly wage for any additional personnel deemed necessary by the Building Manager or Coordinator of Conferencing.

## **FACILITY RENTAL INFORMATION**

### **CAMPUS MAP/VISITOR TEMPORARY PARKING PERMIT**

A campus map is available to assist all individuals visiting the area. These maps are available in the Safety and Parking Office located in Sparks Hall Room 113, along with temporary parking permits for visitors.

Interactive Online Map of CSC:

<https://map.concept3d.com/?id=798#!ct/49771,68158,11732,11846,11879,68159,68160?s/>

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

When you anticipate visitor(s) to campus, please provide each with a copy of the campus map and a visitor's temporary parking permit. Please direct the visitor(s) to the appropriate visitor

parking spaces (refer to the above parking information link). 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 (308-432-6490).

## DINING SERVICES

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 <https://chadronstate.catertrax.com/>.

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

- Memorial Hall & Mari Sandoz Center – No food or drinks.

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.

If you would like to bring food on-campus, you must fill out and submit an [Off-Campus Food Request](#) at least 10 business days prior to your event. The request can also be found at [csc.edu/conferencing/forms](https://csc.edu/conferencing/forms).

## FACILITY RENTAL AGREEMENT

A Facility Rental Agreement, or FRA, is a binding agreement between the Board of Trustees of the Nebraska State Colleges doing business as Chadron State College and the identified individual or organization renting the campus facility. Not all reservations will require an FRA. The Conferencing Office will indicate whether your event will need an FRA. If an FRA is required, the agreement must be signed by an official of the organization, the Coordinator of Conferencing, and the Vice President for Administration and Finance.

## HOUSING

When available, Resident Hall rooms can be reserved by guests in the summer by contacting the Conferencing Office. ([Appendix B: Resident Halls and Food Rates](#))

## INDOOR DISPLAYS

Arrangements for use of any of the display cabinets or corkboards on campus must be approved by the Building Manager of the specified building. A list of Building Managers is available upon request.

## 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 (308-432-6311).

## OUTDOOR AND CLOCK TOWER RESERVATIONS

Events scheduled outdoors (i.e., Student Center Backyard, Amphitheatre, Mari Sandoz Trail, etc.) or by the Clock 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 all trash. All areas, tables and chairs must be reserved through the Conferencing Office (308-432-6380). Some outdoor spaces require a facility rental fee. ([Appendix A: Building and Special Service Fees](#))

## SELLING ITEMS ON CAMPUS

Game Day will sell all merchandise normally found in the Student Center giftshop, unless otherwise approved (excludes the Mari Sandoz Heritage Center gift shop). If you are interested in selling items during your event, you must fill out and submit a [Request to Sell Items on Campus](#) at least 5 business days prior to your event.

## SPECIAL SERVICES

Chadron State College reserves the right to assess charges for additional security, custodial personnel, telecommunications/IT specialists, or backstage and sound system personnel needed during any event scheduled. ([Appendix A: Special Services Fees](#))

## TABLES IN CAMPUS BUILDINGS

External and internal groups may reserve display tables in campus buildings when doing so will not interfere with other programs or events. Table reservations should be made through the Conferencing Office (308-432-6830).



## **FACILITIES USAGE POLICIES**

Please utilize [csc.edu/policy](https://csc.edu/policy) to view and learn more about each policy listed below.

### **ALCOHOL USE**

Policy IQ ID 3811

### **CONDITIONS OF USE/BREAKAGE AND DAMAGE**

Policy IQ ID 4024

### **DANCES ON CAMPUS**

Policy IQ ID 4023

### **DESIGNATED SMOKING AREAS**

Policy IQ ID 3430

### **FACILITIES - USE AND RESERVATIONS**

Policy IQ ID 4026

### **FAMILY-FRIENDS-PETS IN THE WORKPLACE**

Policy IQ ID 3445

### **PRIVATE USE OF FACILITIES**

Policy IQ ID 3804 (NSCS Board policy 8025)

### **RELIGIOUS ACTIVITIES**

Policy IQ ID 3662 (NSCS Board Policy 2820)

### **SIGNAGE/DECORATIONS**

Policy IQ ID 4021

### **STUDENT CLUBS/ORGANIZATIONS**

Policy IQ ID 4022

### **VEHICLES AND LOADING/UNLOADING**

Policy IQ ID 4025

## **Appendix A: Facility, Personnel, and Special Service Fees**

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 be a direct or indirect result from their utilization of these facilities.

Chadron State College recognized campus and student organizations charging the public for their event, non-profit organizations, and government entities will receive 50% off all facility fees. This discount does not apply to personnel fees.

With the exception of the residence halls, no buildings on campus are accessible to groups staying overnight. Only in the event of a life-threatening emergency situation will the buildings be used to house people overnight. All appeals of this policy will be presented through the office of the President.

### **Armstrong Gymnasium**

- \$30 per hour
- This price does not include floor cover, locker rooms, or any other special services. Please see Special Service Fees below.

### **Burkhiser Complex**

- Classrooms/Lecture Rooms - \$50 (0-4 hours), \$100 (5-8 hours)

### **Chicoine Center Gymnasium**

- \$100 per hour (0-4 hours); \$1,000 (4+ hours)
- This price does not include bleachers, floor cover, locker rooms, or any other special services. Please see Special Service Fees below.

### **Chadron Cross Country Trail**

- \$20 per hour
- This does not include restrooms or setup. Please contact Conferencing for restroom options.

### **Don Beebe Stadium**

- \$200 per hour (0-4 hours); \$1,500 (4+ hours)
- This price includes the restrooms and stadium seating, but not the Press Box.

### **Mari Sandoz High Plains Heritage Center**

- Chicoine Atrium - \$75 (0-4 hours), \$150 (5-8 hours)
- Kosman Room - \$50 (0-4 hours), \$100 (5-8 hours)
- Col. C. F. Coffee/Exhibition Gallery Space - \$50 (0-4 hours), \$100 (5-8 hours)

### **Mari Sandoz Trail**

- Free

### **Math Science Center of Innovative Learning (COIL)**

- Classrooms/Lecture Rooms - \$50 (0-4 hours), \$100 (5-8 hours)

**Memorial Hall**

- Lobby - \$50 (0-4 hours), \$100 (5-8 hours)
- Main Gallery - \$100 per week
- Mezzanine Gallery - \$50 per week
- Auditorium - \$200 (performance – full day), \$80 (rehearsal – full day)
  - This price does not include the dressing rooms. Please see Special Service Fees below.
- Recital Hall - \$100 (full day), or \$25 per hour
- Classrooms - \$50 (0-4 hours), \$100 (5-8 hours)

**Miller Hall**

- Classrooms - \$50 (0-4 hours), \$100 (5-8 hours)

**Nelson Physical Activity Center (NPAC)**

- \$100 per hour (0-4 hours); \$1,000 (4+ hours)
- This price does not include portable bleachers, floor cover, locker rooms, or any other special services. Please see Special Service Fees below.

**Old Administration Building**

- Classrooms/Lecture Rooms - \$50 (0-4 hours), \$100 (5-8 hours)

**Outdoor Track**

- \$100 per hour (0-4 hours); \$1,000 (4+ hours)

**Practice Fields**

- \$30 per hour
- This does not include restrooms or setup. Please contact Conferencing for restroom options.

**Rangeland Complex**

- Classrooms/Lecture Rooms - \$50 (0-4 hours), \$100 (5-8 hours)
- Coffee Agriculture Pavilion (Rodeo) - \$40 per hour

**Reta King Library**

- Classrooms/Conferencing Rooms - \$50 (0-4 hours), \$100 (5-8 hours)

**Softball Field**

- \$50 per hour (0-4 hours); \$500 (4+ hours)

**Student Center**

- Meeting Rooms - \$50 (0-4 hours), \$100 (5-8 hours)
- Ballroom - \$200 (0-4 hours), \$400 (5-8 hours)
- The Pit/Lounge - \$50 (0-4 hours), \$100 (5-8 hours)

## **SPECIAL SERVICE FEES:**

### **Concessions**

- Fresh Ideas has first right of refusal and must approve all concessions requests.
- Please contact Conferencing if you are interested in having concessions at your event.

### **Floor cover**

- \$100 per hour
- Currently only applicable for Armstrong Gym, Chicoine Center, and NPAC.

### **Game Prep**

- Price is based on venue. Please contact Conferencing for current rates.

### **Indoor bleachers**

- \$20 per hour
- Currently only applicable for Chicoine Center.

### **Locker/Dressing**

- \$20 per hour
- Currently only applicable for Armstrong Gym, Chicoine Center, Memorial Hall and NPAC.

### **Parking Lots**

- \$20 per hour

### **Piano**

- \$100 per piano/per location

### **Portable Bleachers**

- TBD

### **Scoreboard Setup**

- \$25 per game

### **Video Board**

- \$100 per game

### **Wrestling Mats**

- \$100 per day/per mat
- This price includes set-up and tear down by CSC employees only.

## **PERSONNEL FEES:**

### **Custodial Services/Groundskeeper** (when required outside normal working hours)

- \$30 per hour per person
- \$45 per hour per person when food is present at the event

### **Event Manager** (required at all athletic events)

- \$45 per hour

### **Memorial Hall Personnel** (when required outside normal working hours)

- \$30 per hour per person
- Personnel includes employees working backstage, sound system, ticketing, and/or lighting.

### **Public Address Announcer** (required at all athletic events)

- \$50 per hour

### **Security and Traffic Control** (when required outside normal working hours)

- \$45 per hour per person; 2 hours minimum

### **Telecommunications/IT Specialists** (when required outside normal working hours)

- \$45 per hour per person; 1 hour minimum

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

## **Appendix B: Resident Halls and Dining Rates**

### Meal Rates

Summer Camp/Conference Rates - \$29.25 (option 1)\* or \$30.39 (option 2)\* per person/per day

### Resident Halls

#### **CSC Sponsored Camps**

Double Occupancy - \$22.25 per person/per night\*\*

Single Occupancy - \$30.45 per person/per night\*\*

#### **Conferencing/Workshops**

##### *Winter Rates*

Double Occupancy - \$32.30 per person/per night\*\*

Single Occupancy - \$44.15 per person/per night\*\*

##### *Summer Rates*

Double Occupancy - \$37.00 per person/per night\*\*

Single Occupancy - \$50.40 per person/per night \*\*

### Guest Housing

When space is available, Chadron State College can provide guest housing to individuals requesting to stay on campus. The current rate is \$60 per person, per night.\*\*\* Guests will be invoiced weekly. Each guest must fill out this [application](#) in order to be approved for on campus guest housing. Check-in times are 3:00 pm and check-out is 11:00 am. A [facility rental agreement](#) will be created and signed once applicant has been approved for housing. Housing location and room number will be assigned within the facility rental agreement.

### Notes:

\*Option 1 is for one entrée for all 3 meals (breakfast, lunch, dinner); Option 2 is for two entrees for all 3 meals (breakfast, lunch, dinner). Rates are May 11, 2025 – May 10, 2026

\*\*Linen packets and meals are not included.

Linen Packet (1) - \$10.00 per packet/per week

Linen packets include a pillow, pillowcase, single fitted sheet, single flat sheet, thermal blanket, bath towel, hand towel, and wash cloth.

Packets are provided to guests at check-in (beds will not be made).

\*\*\*If guest is employee of Chadron State College, there may be taxable benefits associated with the stay. These benefits will be added to their taxable wages.