



RENTAL RATES per day:

Minimum rental 1/2 day

Venue

	Rate	Nonprofit Rate	Capacity
The Well	\$2,000	\$1,500	633 green bleachers 1,000 green + side bleachers 2,000 all bleachers
Skadeland Gym	\$1,500	\$1,000	300 bleachers
Front Lawn	\$1,000	\$500	Unlimited
Frontier Hall Livdahl Lounge	\$300	\$150	50
Frontier Hall Ready Room	\$300	\$150	30
Teton Lounge	\$300	\$150	75
Alumni Room	\$300	\$150	20
Classroom	\$75	\$25	30
Teton Grill Meeting Room	\$75	\$25	25
Science Wing Lounge	\$75	\$25	30

Décor

Décor may not leave the WSC campus. Set up/tear down by WSC staff services will be invoiced accordingly based on rates below.

Tables \$5 each

- a. (35) 8ft white, plastic folding tables
- b. (83) 6ft wood folding tables
- c. (30) 5ft round tables
- d. (12) 6ft white, plastic tables

Chairs \$1 each

- a. (118) black chairs
- b. (162) black and chrome chairs
- c. (65) tan chairs
- d. (94) yellow chairs
- e. (130) metal chairs

(8) Stage 4'x8' (32'Wx64'L full stage) \$25 per section (\$200 full stage)

Includes (2) stage stairs

Podium \$10

Pipe & Drape \$10

(6) Black for behind presenter / stage backdrop

Screens, Projector, Computer \$150

Lessee Initial _____



*Please attach a layout of how you would like

everything set up.*

Staff Services

Coordinator, Janitor, Campus Services, IT Tech

8am-4pm \$30 per hour per staff member

Outside of 8am-4pm \$40 per hour per staff member

Security

WSC will provide security for all events.

\$35 per hour per staff member

LOGISTICS:

● **Building Management**

WSC shall retain its right at all times to manage and control any leased premises. Conference Services and the operating personnel shall have the following specific powers during the time that any rental agreement is in effect:

- a. To enter or inspect the leased premises
- b. To eject any person whose conduct is disorderly, unruly, or otherwise objectionable
- c. To enforce all necessary and proper management and operations rules

● **Advertising and Publicity**

Until WSC approves the Facility Usage Agreement, there is no legal or binding agreement between WSC and the lessee making the request. Lessee shall not advertise about the event location until WSC has fully approved the submitted Agreement and has been in contact with the lessee about the confirmation of the space. Advertising such event(s) prior to this time may jeopardize future use of WSC facilities.

WSC reserves the right to take photographs of events for its own records and for future promotional materials.

● **Alcohol and Tobacco Products**

Possession and/or consumption of alcoholic beverages on the WSC campus and facilities are prohibited. Lessee shall take reasonable precautions to prevent the possession and/or consumption of alcoholic beverages in the room or facilities rented by lessee. *SBHE Policy 918 prohibits alcohol upon land or buildings owned by the Board or its institutions, unless a permit is issued by the institution's chief executive or designee. If an event includes alcohol, this agreement should include indemnification and insurance requirements.*

All applicants that wish to distribute, serve, or consume alcoholic beverages in a WSC facility must see the "Alcohol Permit Application" for further processing instructions. Security is required if alcohol is approved to be present. No outside alcohol is allowed on campus during any event and failure to abide will result in the event's immediate closure.

WSC is a tobacco free campus. Lessee shall take reasonable precautions to prevent the possession and/or use of tobacco products in the rooms or facilities rented by the lessee.



- **Food Service**

Aladdin will be granted first right of refusal on all food service items for groups leasing WSC facilities. The lessee shall submit menu selections and guaranteed number of guests at least ten (10) days prior to the event and refer to Aladdin catering menu for any additional fees that may be applicable.

If Aladdin refuses service, the off-campus food service provider must be approved prior to the event by Conference Services.

A ten (10) day notice is required for a cancellation. Failure to notify Aladdin at least ten (10) days in advance of a scheduled reservation will result in a cancellation fee in the amount of one-half the customary rental charge. All date and time changes/cancellations are required to be received by email.

- **Decorations**

Special decorations need to be pre-approved prior to the scheduled event, including signage and posters. The lessee or vendors of the lessee are responsible for setting up and tearing down all decorations. The lessee accepts responsibility for any and all damages incurred by the group or decorator.

The lessee shall not cause or allow any obstruction of any entrance, exit, passageway, or stairway in the leased premises, and shall remove any such obstacles upon observing or being informed of them.

Adhesive-backed decals and stickers may not be attached to any facility surface at WSC. No signage should be placed on glass doors or windows. Glue, hooks, nails, pins, putty, screws, staples, and tacks are prohibited on any surface. Do not affix any items to the ceiling, doors, columns, painted walls, furniture, semi-permanent walls, light fixtures or windows. Fog and/or smoke machines are prohibited at WSC. The use of candles, open flames and incense are not permitted within any rooms on the WSC campus. Use of any, including but not limited to the following is strictly prohibited at WSC: birdseed, bubbles, cans of silly string, confetti, glitter, open flame, processed snow, rice, sand, toilet paper. Violation will result in forfeiture of future reservations with WSC.

- **Additional Fixtures and Equipment**

The lessee shall not erect or use any platforms, staging, lights, or other electrical equipment, signs, or other additional fixtures or equipment not provided by WSC without first securing the consent of Conference Services. The lessee shall also agree to pay a fee of \$500/day if such additional fixtures or equipment are not promptly removed from the leased premises following the termination of the leased period.

- **Entertainment**

All entertainment must comply with City, County or any other additional ordinances otherwise, entertainment must end at 12:00AM and the event space must be vacated by 1:00AM.

- **Animals**

With the exception of animals authorized by WSC Accessibility Services or those defined as service animals under the Americans with Disability Act (ADA), privately owned animals are prohibited inside campus buildings. Animals in outdoor areas must be on a leash, be under control of the owners or their designees at all times, be picked up after, and should not be left unattended. Owners are responsible for any health or safety issues that may arise concerning the presence of these animals on College properties and at WSC outdoor sponsored or supervised events.

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• **Facility and Unforeseen Cancellation**

A ten (10) day notice is required of a facility cancellation. Failure to notify WSC at least ten (10) days in advance of a scheduled reservation will result in a cancellation fee in the amount of one-half the customary rental charge. All date and time changes/cancellations are required to be received by email.

In the event that the leased building or any part thereof is destroyed or damaged by fire, paint, scratches, or any other cause, or of any casualty or unforeseen circumstance shall render the fulfillment of a rental agreement by WSC impossible or extremely difficult, then WSC shall not be liable to the lessee to fulfill the agreement or be responsible for any damages caused to the lessee from the unforeseen cancellation of the agreement.

• **Damages**

The lessee shall agree to assume the liability of and compensate WSC for damage other than normal wear and tear caused to the leased building or room while it is being used by the lessee. This includes any damage caused by the act, default, or negligence of the lessee, or of the lessee’s agents, employees, patrons, guests or any person admitted to the said premises by said lessees. “Normal wear and tear” is the expected decline of property as the result of normal use, that is, the deterioration of property caused by expected, normal use that is not the result of abuse or neglect. The lessee shall further agree that the compensation required for any such damage shall include such sum as shall be necessary to restore the premises to the condition they were in at the time the lessee took possession under the lease. The lessee shall agree that this damage provision shall also apply in the event that the leased premises are marred or defaced during the term of the lease by the lessee’s unauthorized use of nails, hooks, tacks, screws, adhesive materials, or other means of affixing platforms, staging, signs, lights, or other equipment or materials to any surface that are within the leased premises. A pre event inspection and post event inspection within five (5) business days following event will be conducted by lessee and Conference Services.

In case of snow and rain, boots must be taken off or cleaned prior to entrance. If lessee neglects to comply, a carpet cleaning fee of \$3,000 will be added to the invoice.

• **Liability and Indemnification; Insurance**

The lessee shall agree to indemnify and hold WSC and State of North Dakota and their employees harmless from and against any and all claims arising out of any activity of the lessee or any of its agents, contractors, employees, patrons or guests in or about the leased premises during the term of this lease, or arising out of the condition of any equipment, hallway, stairway, or other facility used in connection with the leased premises by lessee or any of its agents, contractors, employees, patrons or guests, or arising out of any action or negligence of the lessee or any of its agents, contractors, employees, patrons or guests, or arising out of any accident, injury, or damage, whatsoever, in or about the leased premises, however caused by lessee or any of its agents, contractors, employees, patrons or guests, occurring during the period of this lease. In addition, the lessee shall agree to fully indemnify WSC and the State of North Dakota and any of their employees who incur any costs, legal fees, expenses, or liabilities in connection with any such claims or any action or proceeding brought thereon. Lessee shall secure from insurance companies and keep in force for the term of this Agreement government self-insurance pools or government funds authorized to do business in North Dakota, commercial general liability insurance, automobile liability insurance and workers’ compensation coverage required by law. The minimum limits of liability required for general liability and automobile liability coverage are \$250,000 per person and \$1,000,000 per occurrence. Upon request, lessee shall furnish to WSC, prior to occupation of the leased premises, certificates of insurance and a copy of the additional insured endorsement. WSC may, in its sole discretion, waive the requirement of liability insurance for small charitable or non-profit events. Insurance is mandatory for all lessees.

• **Assignment and Sublease**

No lessee may assign his/her right under any building rental agreement, nor sublet any portion of the leased premises, without the specific written consent of Conference Services.



WILLISTON
STATE COLLEGE

• **Laws and Ordinances**

The lessee must abide by and conform to all and all laws and ordinances of the City of Williston.

laws of the United States and North Dakota,

• **Limits and Regulations**

Ventures, other than WSC sponsored or WSC affiliated events, where tickets are sold, fees are charged, or contributions are solicited for fundraising are not permitted. Exceptions may be made for non-profit, civic organizations.

AGREEMENT:

The User agrees:

- a. To use the leased room(s) only for the intended purpose stated at the time of contract.
- b. To limit actual attendance to the number of people stated above or maximum room capacity pre-approved by Conference Services.
- c. To pay promptly any deposits, payments, or fees upon receipt of billing from WSC.
- d. To comply with the detailed WSC Standard Building Regulations above.

I acknowledge that I have read this agreement and agree to follow the guidelines herein. Further, I understand and agree that Williston State College assumes no responsibility for personal injury, property loss, or damage occurring during meetings, gatherings or events sponsored by an outside group. WSC also reserves the right to add, delete, or modify policy & guidelines regarding use of WSC facilities at any time.

WSC Representative: _____

Print	Signature	Date
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Lessee Signature: _____

Print	Signature	Date
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ALCOHOL PERMIT APPLICATION

WILLISTON
STATE COLLEGE

WSC Alcohol Permit Application must be completed and turned in to Conference Services at least one (1) month prior to event for approval. If approved, please post WSC alcohol permit application and any required local catering permits and liquor licenses in a visible space during the event.

EVENT DETAILS

Name of Event			
Purpose of Event			
Date of Event	START TIME:	END TIME:	
Location of Event			
Estimated Number of Attendees			

APPLICANT INFORMATION

Name of Event Coordinator	
Email	
Phone	
Mailing Address	

LIQUOR SERVICE VENDOR

Legal Name of Vendor/Business	
Contact Person/Title	
Email	
Office/Cell Phone	
Copy of insurance policy included with this application?	___ YES INITIAL HERE:
Copy of City of Williston Special Event Permit included with this application?	___ YES INITIAL HERE:
Is this person properly licensed to operate and sell alcohol in the City of Williston?	___ YES INITIAL HERE:

SECURITY VENDOR

Legal Name of Vendor/Business	
Contact Person	
Contact Person's Title	
Email	
Phone	

Executive Cabinet Approval: ___ YES ___ NO Date: _____

Approval Signature: _____ Date

President of WSC

Lessee Initial _____