

SISSETON WAHPETON COLLEGE FACILITY RENTAL REQUEST

12572 BIA ROAD 700 AGENCY VILLAGE, SD 57262
TELEPHONE: 605-698-3966 FAX: 605-742-0394 WWW.SWC.TC
* A EDUCATIONAL NOT FOR PROFIT ORGANIZATION *

**SWC FACILITIES DOES NOT IN ANY WAY CONSTITUTE
OR ENDORSE AN INDIVIDUAL'S OR GROUP'S PARTICULAR BELIEFS OR PURPOSES BY
SWC BOARD OF DIRECTORS, STAFF OR ANY AFFILIATE OF THE ORGANIZATION**

For consideration of use of the SWC Facilities, this form must be completed in its entirety and returned as soon as possible. Filling out this SWC Facility request form does not automatically constitute approval of the facility, or time of requested event. SWC reserves the right to reject any Facility Request it feels is not appropriate. SWC may also reject a request on the basis of conflict with SWC Education and Mission Statement. The Rental agreement will need to be completed with the deposit in order for approval.

**All payments shall be received at least 10 business days before the Date of the Event.
***If all fees are not paid prior to usage, renter will forfeit deposit and facility usage. ***
All checks are payable to "Sisseton Wahpeton College".**

TODAY'S DATE: _____

RENTER INFORMATION: (PLEASE PRINT CLEARLY)

Organization: _____

Individual/Contact Person: _____ Email Address _____

Street: _____ Home Phone: _____

City: _____ State: _____ Zip: _____ Business Phone: _____ Fax: _____

EVENT INFORMATION:

Day & Date Requested: _____ Second Choice: _____

Type of Event: _____ Total Expected Attendance: _____

Request for Rental of: Auditorium: _____ Kitchen: _____ Computer Classroom: _____ Lecture Classroom: _____

Parking Lot: _____ Main Lobby: _____ Multi-Purpose Room: _____

Time of Rental (**Including Set up/Clean up**): From: _____ To: _____ Total Hours: _____

Are you charging fees for any aspect of your Activity? Yes No

If Yes, please explain (including fee): _____

FOOD:

Do you intend to serve food? Yes No Do you intend to prepare food on Premises? Yes No

Name of Food Provider/Caterer: _____ Phone: _____

*** Caterer will be required to provide copy of License to Cater and/or Food Handler Certificate***

Request for use of SWC Technology Equipment:

**Note Any Technology requests without prior IT Department approval may not be available the day of event. **

Projector: Yes No Microphone (auditorium): Yes No Sound System (auditorium): Yes No

DRUG/ALCOHOLIC BEVERAGE USE:

Alcoholic beverages are strictly **prohibited** in or on the SWC premises. Renters and people in attendance may not bring alcoholic beverages or illicit drugs onto the premises. Attendee's may not be under the influence on SWC campus.

Insurance:

1. Certificates of General Liability Insurance may be required for functions held at SWC. Host group or individual will be notified upon submission of a completed facility use request form. Insurance is mandatory for all events held at the Auditorium.

GENERAL TERMS AND CONDITIONS: PLEASE READ BEFORE SIGNING BELOW

2. Renter filing request must be at least 21 years of age.
3. Smoking is prohibited in all areas of the facility.
4. Children accompanying adults must be supervised at all times. All children must stay in designated rented area. Children may not and will not be permitted to "play" throughout the buildings or campus grounds. The Renter is responsible to keep children from climbing on bleachers when in the closed position as this will cause damage to the bleachers.
5. If the Rental Event is for a youth function, the renter must have 1 adult for every 10 youths under the age of 21.
6. The Facility must be left in the same condition as you found it. When you leave the rooms, they must be cleaned so another group could use it after you. The Renter is responsible for cleaning the tables and chairs. The renter is responsible for cleaning the kitchen completely. An additional charge equivalent to the rental fee may apply for an unclean kitchen.
7. Renter is responsible for complete clean up and disposal of trash. All trash to be removed to outdoor receptacles. A disposal fee of \$25.00 may be applied if necessary.
8. All food and drink shall be confined to the main dining area.
9. Sisseton Wahpeton College reserves the right to decline rental of the facility, rescind a rental contract, or require a cash deposit as prerequisite to rental.
10. The Renter agrees to assume and be responsible for any expense(s) incurred for damage(s) to the premises or SWC's property resulting from Renter's use.
11. Sisseton Wahpeton College does not accept responsibility for loss or theft of articles belonging to Renter or any member of his party, or injury or accident to any said person on the grounds of or in the facility, and is absolved by Renter of all liability, which may result thereof.
12. Additional attendants, i.e. parking attendants, cleaning personnel, Police/Fire supervision, Security Services, etc., may be required as a condition of approval, the cost of which shall be Renter's responsibility.
13. Outdoor activities cease at 10:00 p.m. as required by SWC and in consideration of our neighbors in Community.
14. Taping, tacking, mounting or displaying items on any wall, door, window or light fixture is not allowed. No balloons are allowed in the buildings.
15. Any items/supplies brought into the facility or placed on the SWC's property must be removed within 24 hours of the conclusion of the Renter's event. Items remaining after the following business day will be considered abandoned property.
16. Facility use will be the time designated on the application. Designated Rental area will be opened and closed at the time requested. If the renter fails to show after one half hour of their rental, they will be judged as a "No Show" and the building will be closed all Fee's will forfeited.
17. Non-conformance with these facilities usage stipulations will result in the cancellation of the usage, even if the rental time has not expired and forfeiture of all monies paid.
18. SWC staff will set up and put away tables and chairs for Auditorium Events.
19. A SWC Staff Member will be on site and available to assist you, or your designated representative, throughout your rental time unless other arrangements have been made with the Facilities Manager prior to your scheduled event.
20. Computer and IT Department Media devices require prior approval by the IT Department.
21. All persons utilizing the SWC facilities are subject to maintaining good behavior which means respecting college property, personnel, and policies. Anyone found to be engaged in inappropriate activity will be asked to leave.

In requesting the use of SWC Facility, I hereby acknowledge that I have read and understand the above terms and conditions, that the information provided by myself is true and accurate, and that I accept full and complete responsibility for the conduct and safety of the group and any and all damages that may result as a consequence of the rental.

SIGNED: _____ **DATE:** _____

SWC FACILITY RENTAL REQUEST

12572 BIA ROAD 700 AGENCY VILLAGE, SD 57262
TELEPHONE: 605-698-3966 FAX: 605-742-0394 SWCOLLGE.EDU
A EDUCATIONAL NOT FOR PROFIT ORGANIZATION

**** Deposits are non-refundable as they are factored into the total cost****

CLASSROOM RENTAL DEPOSIT \$25.00

AUDITORIUM RENTAL/ DEPOSIT = \$600.00 (Includes-\$150.00 deposit & \$450.00 to rent)
Additional Fees: Kitchen: \$150.00 Trash Disposal Fee: \$100.00

RENTAL AMOUNTS:	Weekly Rate	Single Day Rates	
Non-Media Classroom (RM 1, 2, 9): Per day: \$35.00		Full Day: \$40.00	Half Day: \$20.00
Media Classroom (RM 3, 7, 10, 11): Per day: \$50.00		Full Day: \$60.00	Half Day: \$30.00
Polycom Classroom (12 Computers) (Video Conferencing):		Per Day: \$80.00	
Main Lobby Usage (Table & Chairs): \$25.00			
Log Cabin: \$150.00			

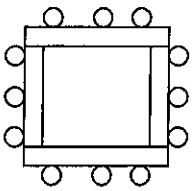
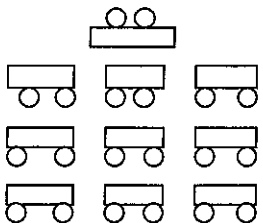
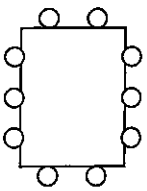
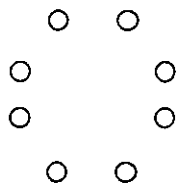
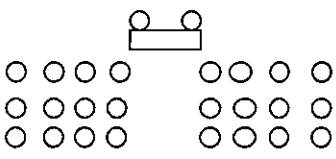
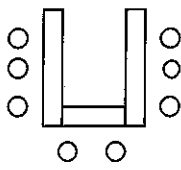
Make Checks payable to: Sisseton Wahpeton College

Mail to: Sisseton Wahpeton College
Attn: Rhonda LaBatte Comptroller
Agency PO BOX 689
Sisseton, SD 57262

Questions regarding the facilities set up of an event or scheduling of an event may be directed to:

Lauren Owen
Executive Assistant
(605)698-3966 ext.1105

Sisseton Wahpeton College Omniciye Tipi
Space set-up form

<input type="checkbox"/> Hollow Space # Chairs ____ # Tables ____ 	<input type="checkbox"/> Classroom # Chairs ____ # Tables ____ 	<input type="checkbox"/> Standard Conference # Chairs ____ # Tables ____ 
<input type="checkbox"/> Circle of Chairs # chairs ____ 	<input type="checkbox"/> Auditorium Style #Chairs ____ # Tables ____ 	<input type="checkbox"/> U-Shaped # Chairs ____ # Tables ____ 
<input type="checkbox"/> Open Space All tables and chairs Stacked to the side	<input type="checkbox"/> Custom Set-up (Draw set up here or attach description on separate sheet) # Chairs ____ # Tables ____	

Sisseton Wahpeton College's FACILITY USE POLICY

The authority for management of the facilities of the Sisseton Wahpeton College, as prescribed in Article V of the Charter granted by the Sisseton Wahpeton Oyate, is vested in the Board of Trustees. The administration of these facilities, including the development and implementation of procedures consistent with the policies established by the Board, is delegated to the President, or to the individuals he designates.

It is the policy of the Sisseton Wahpeton College to permit responsible individuals or organizations to use its facilities for purposes consistent with our Mission and Charter (Article II). Use of SWC facilities by external groups *should not* be financially subsidized by the College, unless it is part of an approved cost-sharing or matching-funds agreement.

Priorities for Use of Facilities

1. Emergency and/or Disaster Relief
2. SWC Educational Activities
3. SWC Extra-Curricular Activities
4. SWC Sponsored Events (with educational, training, Dakota language-history-culture restoration/preservation, and other events respectively)
5. SWO Activities
6. Community Sponsored Events (educational, training, or public awareness events)
7. Community Non-Profit/Public Service Group (youth groups, clubs, etc.)
8. All Other Appropriate Events

Conditions of Use

The President or his designee will establish procedures governing the use and rental of SWC facilities as is appropriate and consistent with this policy.

1. Usage shall in no manner violate, or jeopardize, the Charter, laws or regulations of SWO or the United States, accreditation, or terms of legal contracts or agreements.
2. All use of SWC facilities by external individuals or groups requires the payment of a rental fee. The President will establish procedures determining the appropriate mandatory rental fees based on the facility, type of event, associated costs and other factors.
3. Individuals or groups requesting the use of SWC facilities for planned events must submit an official and completed request form to the proper office no later *than ten (10) working days* prior to the event. This period may be increased if deemed necessary by the President due to the nature of the event or activity.
4. The user must adhere to, and is responsible for the fulfillment of all SWO and Federal regulations related to public safety, fire codes, taxation, or other related requirements.
5. No alcoholic beverages are allowed on any SWC premises.
6. No smoking is allowed in any SWC building

7. Any damages sustained to the facility and/or equipment/materials during its use is the responsibility of the party using the facility. The President will establish procedures to determine if the renter will be required to obtain supplemental insurance or security based on type of event.
8. Neither SWC nor any of its staff assumes any responsibility or liability for the event, including damaged, stolen items, or for materials left behind by the renter or participants of the event. Clean-up is the responsibility of the renter.
9. No electrical apparatus, computer, or software will be connected or added to any SWC systems without prior approval. All use of information systems owned by College by the renter or participants at the event must adhere to the relevant SWC policies and procedures.
10. SWC will not be responsible for the cancellation of an activity or even in the case of weather or emergency which results in the closing of a facility.

SWC SEX OFFENDER POLICY

In the interest of campus safety and in compliance with the Jacob Wetterling Act, and the provisions of the Family Education Rights and Privacy Act, as amended by the Campus Sex Crimes Act, the Sisseton Wahpeton College (SWC) will disclose information concerning registered sex offenders.

The purpose of this reporting is to ensure that member of campus community have information available concerning the presence of registered sex offender. Any person who is required to register as a sex offender shall provide notice as required under Federal, State, and Tribal law to both law enforcement and to the SWC Registrar's Office.

The information regarding sex offenders at SWC is available to students through the SWO Sex Offender Registry: <http://swo.nsopw.gov/>

The Registry of Sex Offenders in South Dakota is available through the State Sex Offender Website: <http://www.homefacts.com/offenders/South-Dakota/html>

Procedures:

- Registered Sex Offenders are not barred from enrollment at SWC.
- Registered Sex Offenders must register with the SWC Registrar's Office and with law enforcement as required by Federal, State, and Tribal Law.
- Registered sex offenders will be posted on the web site set forth above.
- All registered sex offenders are required to self-report their status to SWC upon enrollment. Failure to self-report may result in disciplinary action up to and including expulsion.
- Pursuant to the Sisseton Wahpeton College Board of Trustees Resolution, Registered Sex Offenders are prohibited from attending extracurricular activities at SWC. This includes extracurricular activities sponsored by the College and its Student Organizations or any activities for youth.
- Registered Sex Offenders are prohibited from being within the SWC campus housing.

The Sex Offender Registry database is made available to alert possible victims of potential danger, not to punish or embarrass offenders.