

## 902 - Facilities Usage

### Purpose:

The purpose of this operational procedure is to establish regulations on how Bismarck State College facilities can be utilized. They may be used for programs and events that support the institution's mission and vision. The "facilities" referred to in this operational procedure include buildings, structures, parking lots, green space, roads, etc., owned and/or leased by BSC. The MDU Resources Community Bowl, located on BSC land, is owned by the Bismarck Bowl Authority, and is excluded from the requirements of this policy.

### Procedure:

Facilities may be used, provided that the program supports the academic programs and fosters the education role and mission of Bismarck State College, plus one or more of the following conditions apply:

1. Advance the interests of the college.
2. Promote the general visibility of the college, bringing favorable notice or publicity.
3. Promote the college's relationship with business partners and friends of the BSC Foundation.
4. Provide opportunities for community outreach and economic prosperity of the region.
5. Represent an opportunity for revenue enhancement of the college.

Facilities may be reserved for events listed below. The intent of BSC facilities is educational and includes:

1. Educational events
2. Cultural events
3. Government
4. Business and Industry

Facilities may ***not*** be reserved for events listed below. The intent of BSC facilities is educational and not for personal/social events (including but not limited to):

1. Weddings/Wedding Receptions
2. Anniversaries
3. Birthdays
4. Showers
5. Any other personal events

### Standard Facilities Rental Procedures:

The Facilities Scheduling Office manages facility usage for the college's students, faculty, staff, and the community for educational, civic, or cultural interests, ensuring that such use will foster the educational role and mission of Bismarck State College (hereafter known as "BSC"). When making any facility request, except for rooms on the self-scheduling list, requestors are required to follow these procedures.

The BSC facilities scheduling office has signature authority for the Facilities Rental Agreement & Regulations.

Activities are scheduled on a first-come, first-served basis, with BSC activities always having priority.

Exceptions can be made for impromptu BSC room scheduling. The employee should contact the Campus Scheduling Associate to identify any scheduling conflicts, etc.

Lessee will hold BSC harmless and indemnify it against any public liability and/or property damage liability that may arise or accrue because of the use of the premises by the user. The following is required:

- The minimum limits of liability required for general liability and automobile liability coverage are \$500,000 per person and \$2,000,000 per occurrence. Upon request, the lessee shall furnish to the college, prior to occupation of the leased premises, certificates of insurance and a copy of the additional insured endorsement.
- The college may, in its sole discretion, waive the liability insurance requirement for small charitable or non-profit events.

Lessees must adhere to the facility use guidelines.

A five-business day notice is required for a facility cancellation.

- Failure to notify BSC at least five business days in advance of a scheduled reservation will result in a cancellation fee in the amount of one-half the customary room rental charge.
- If a food or beverage order has been placed with BSC Catering Services, a 10-business-day cancellation notice is required.

The Executive Vice President may make exceptions to this procedure and/or prescribe additional regulations and fees governing the usage of their designated areas and provide for billing and collection of fees and charges.

- Exceptions may be made for non-profit, civic organizations to hold an event where tickets, fees, or contributions are solicited for fundraising. Such events will require prior disclosure and approval.

Facility use by college employees will be on a case-by-case basis. If the activity is a college sponsored event held after hours, a staff member may be appointed to substitute for the maintenance/custodial staff person.

Bismarck State College always prohibits the use of tobacco and e-cigarettes on campus property. Tobacco usage includes all tobacco products, including, but not limited to, cigarettes, cigars, pipes, e-cigarettes, chewing tobacco, snuff, smokeless pouches, and other forms of loose-leaf tobacco. This prohibition includes indoors, outdoors, and college/state vehicles. This policy applies to all employees, students, and visitors. Lessee shall take reasonable precautions to prevent the possession and/or use of tobacco products in the room or facilities the lessee rents.

North Dakota Open Meeting Law applies.

**Additional costs:**

BSC has the right of first refusal prior to any off-site vendors being approved for the following services:

- Event security provided by BSC Campus Police Department
- Food and Beverage services provided by BSC Catering Department
- Audio Visual services provided by BSC Audio Visual Services Department
- Alcohol services by BSC Foundation's contracted vendor

Bismarck State College will determine the need for custodian, security, and/or other personnel that may be required to support an event.

College personnel will normally be on duty when any facility is used. The after-hours custodial supervisor will determine what custodial needs are required during the event.

The expenses that are incurred for such personnel services are the responsibility of the user of the facility. No organization will be exempt from paying custodial or technical support fees (wages and equipment costs).

Hourly charges for additional staff, if any, will be assigned upon application review.

There will also be additional charges for using college equipment unless otherwise arranged and approved by the college.

Liquor is not allowed on college premises unless authorized by the President pursuant to ND State Board of Higher Education and BSC Operational Procedure 918. Contact [bsc.facilityreq@bismarckstate.edu](mailto:bsc.facilityreq@bismarckstate.edu) for information on alcohol permits.

**Rental Fees:**

Contact the facilities scheduling office (224-5686) for the current pricing schedule.

**History of This Policy:**

First policy draft October 18, 1982.

Revisions: December 3, 1985; February 5, 1987; June 1, 1990; November 27, 1990; November 7, 1991; June 2, 1993; August 9, 1994; August 7, 1997; July 15, 1998; January 10, 2003; January 12, 2004; May 31, 2005; December 2, 2008, October 7, 2010; December 21, 2010. Reviewed and revised by the Operations Council on August 24, 2011 and approved by the Executive Council on August 25, 2011; reviewed by the Operations Council on February 13, 2013 and amended/approved by the Executive Council on March 28, 2013; reviewed by the Operations Council on April 26, 2017 and approved by the Executive Council on May 3, 2017 Changed to an Operational Procedure and approved by the President on November 28<sup>th</sup>, 2023.

Amended, approved by President on June 11, 2025. Amended, approved by Executive Vice President on October 10, 2025.