

UNIVERSITY OF MINNESOTA, CROOKSTON USE OF FACILITIES BY EXTERNAL ORGANIZATIONS

Purpose of Campuses and Facilities:

University campuses and facilities exist to meet the needs of the institution and further its teaching, research, and outreach mission.

1. The University of Minnesota, Crookston allows the use of its facilities by other organizations to conduct public activities or meetings, when they are not used by students or staff. Activities are scheduled on a first-come, first-served basis, and University of Minnesota, Crookston activities shall always have first priority.
2. Request for use of University facilities shall be made to the Chancellor's office two weeks prior to the activity. If approved, a facility use agreement will be issued. Payment is required prior to the use of the facility. A use agreement is not transferable. If the event is to be cancelled, the applicant should notify the Chancellor's office at least 48 hours in advance of the activity. Violation by a use agreement holder of any of the rules governing the use of University buildings and grounds may be cause for the cancellation of all existing permits and denial of future requests.
3. The President or delegate shall develop administrative policies that define which non-university uses are permissible. The Chancellor or designee reserves the right to deny use of the facility and grounds to any and all parties.

General Rules for Permit Holders:

1. Smoking or use of tobacco products is not allowed inside the University facilities or within 25 feet of any facility entrance/exit door.
2. No alcohol or controlled substances are allowed on University premises.
3. Use agreement holder will assume responsibility for orderly and careful use of University facilities and supervision of activities.
4. Use agreement holder shall be responsible for any damages or vandalism and shall be required to reimburse the University the full value of any damage or theft of property.
5. Insurance is the responsibility of the use agreement holder. Proof of liability insurance with a minimum of \$1 million dollars per occurrence may be required. All insurance policies shall hold the Regents of the University of Minnesota harmless for any injuries, alleged injuries, or death, arising in or from the use of University facilities or equipment.
6. Special permission must be obtained for decorating, installing equipment, moving furniture, etc. Such decoration or equipment must be removed from the University premises after the activity. If there is a delay, the removal may be made by University maintenance at the expense of the use agreement holder.
7. Use of facilities does not include use of University equipment unless specifically requested and approved by the University.
8. Use agreement holder must comply with Americans with Disabilities Act-Title II, in that the use agreement holder must take appropriate steps to ensure that people with disabilities have an opportunity to request auxiliary aids and services in order to participate in the activity. All promotional materials used to inform participants of the activity must contain the following statement: "Individuals with a disability, who need a reasonable accommodation to participate in this event, please contact UMC's Career and Counseling Service Coordinator at 218-281-8587(V) or 218-281-8565 (TTY) with at least 2 weeks notice. Any and all expenses incurred for these services are the responsibility of the use agreement holder."

Co-Sponsorship Contracts:

Use of University property for events and/or activities co-sponsored by the University, a University unit, or by registered student organizations (through the Office of Student Activities), must be approved by the Department of Facilities and Operations in conjunction with the Office of the Chancellor. The University sets all pertinent details related to the planning and conduct of a co-sponsored event, such as determining hours, selling tickets, and reserves the right to approve all advertising and news releases. The University may be liable for losses from co-sponsored events.

Non-Profits, Public Organizations or State Agencies/Representatives for the State:

Any public organization having an education or public service activity that would benefit the community, and may not have adequate facilities of their own, may use the University facilities free of charge during regular hours of operation. For non-regular hours or special set up/clean up, rates on attached fee schedule may apply. Non-profit status for the purpose of the policy is defined by the IRS 501(c) 3 tax exempt status. Evidence of such status may be requested by the University in order to be eligible for the non-profit status.

Fee Paying Organizations:

Organizations whose use of facilities would be for financial gain (admission charged) or for information, entertainment or the conducting of activities peculiar and beneficial only to that organization or business, will be charged for the use of college facilities, according to the rates attached. This could include non-profit organization of the use of the facilities is for purposes of raising funds for the operation of such organization. University property is not available for the personal use of individuals nor for one's sole personal gain.

Regular Hours of Operation:

Monday through Friday: 7:00am – 8:30pm

User Fees:

See attached fee schedule

Other Charges:

When clean-up time or special set-up is required for any activity, a rate of \$25 per hour may be charged, regardless of hours used. Any additional charges for the use of equipment and services will be determined at the time the permit is issued.

Maintenance Charges:

\$25/hour

The University of Minnesota, Crookston reserves the right to revise user fees or maintenance charges. It shall be the responsibility of the requesting organization to obtain the costs of the current rates. The University of Minnesota Crookston will not be responsible for contacting individual organizations to inform them of revisions in rental rates.

University of Minnesota Office of the General Council agreement:

The use agreement written by the Office of the General Council shall be used in addition to the provisions stated above.