

## USE OF COLLEGE FACILITIES

### I. Procedure

A. The procedures for an External Room Request are as follows:

1. Western Dakota Technical College (WDTC) offers the rooms and spaces on campus available for use by external educational, community, and business organizations on an as-available basis. Meeting topics should enhance the campus environment and will be evaluated to avoid discriminatory or hate group events and party-specific political activities. Fees are charged based on the size, function and amenities of the various spaces, with a two-tier rate schedule documented on the internal Room Rental Pricing Guide (Non-Profit vs Private-Sector).

Non-Profit includes:

- Entities conducting business of an educational nature.
  - Civic, charitable, or community service organizations with a tax-exemption certificate.
  - Non-profit organizations.
  - Non-profit organizations associated with a taxing authority such as
    - A) City, county and state governments
    - B) School districts.
2. Potential renters complete an online Room Request Form located at <https://www.wdt.edu/about/room-rental/> (public use) or <https://www.wdt.edu/users/pages/meeting-room-instructions/> (internal use). The data in the form is forwarded to the Instructional Support Coordinator for planning purposes.
  3. Once the event details are reviewed and it is determined that the space is available, the Instructional Support Coordinator will provide the rental party with a price quote based on the Room Rental Pricing Guide. Requests for discounted or comped room usage are forwarded to the President for consideration, with events that are to the benefit of students and/or employees given priority.
  4. Once agreed to, a Room Usage Agreement form will be emailed to the rental party for their signature, along with an invoice, and the rental event will be added to the appropriate WDTC Outlook calendars. The Instructional Support Coordinator will coordinate with Facilities and IT for any event setup/tear down, and technology needs. The invoice must be paid at least two weeks prior to the event to avoid cancellation.

5. WDTC will not provide a liquor license for any external event; renters must follow all local and state liquor permitting and serving regulations.
6. All renters must provide liability insurance at their own expense, which names Western Dakota Technical College as an additional insured for the event.
7. Fees generated from room rentals will be reflected in the Auxiliary Income for the College.

Legal References:

SDCL §35-1-5.3 – Consumption of distilled spirits in public places as a misdemeanor

SDCL §35-1-5.5 – Permit for consumption of alcoholic beverages on public property

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