BANNERS AND SIGNAGE

Items may not be attached to walls, curtains or hung from the ceiling in any of our rooms. Please bring only easel- mounted or stand-alone signs, banners and other displays.

EVENT CONCLUSION

At the conclusion of your event, we request that you please turn off the laptop, power down the projector at one of the control panels (Event Center only), turn off the lights and close the doors.

CLEAN UP

Renters and their guests are expected to leave rooms in the condition they were provided. Please place trash in the provided receptacles, and keep A/V equipment clean and free from damage from food and drink. Additional charges will be added for repair or cleaning costs to restore rooms, grounds, equipment or other property to the same condition prior to the renter's use of the facility.

PARKING

Except for evening or weekend events, guests should utilize only the student parking lots on the WDTC campus.

Hosting Your Event at WDTC

Thank you for hosting your event at WDTC!

WESTERN DAKOTA TECHNICAL COLLEGE

For more information:

Western Dakota Technical College
800 Mickelson Drive
Rapid City, SD 57703
(605) 718-2423
www.wdt.edu
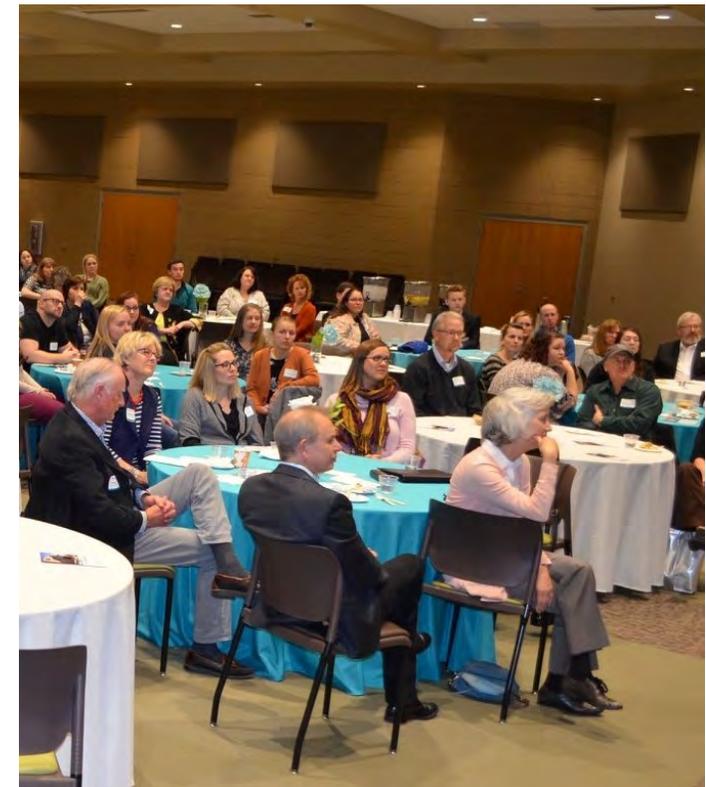
- SEMINARS, WORKSHOPS, CLASSES
- CEREMONIES, BANQUETS
- FORUMS, PANELS, MEETINGS
- EXPOS, FAIRS, SUMMITS
- RETREATS, ORIENTATIONS

SUBMITTING YOUR ROOM REQUEST

The first step in booking a space at Western Dakota Technical College (WDTC) is to fill out the room request form on the website. You can also email event@wdt.edu or call (605) 718-2423 if you have questions or need more information.

Once room availability is confirmed you will be emailed a contract and emergency notification agreement to complete.

ARRIVE EARLY

Please check in with your WDTC contact upon arrival. All room bookings are on a self-service basis. We will set the room per your request, however you should arrive with sufficient time before your event starts in order to confirm the room setup and to ensure you understand the presentation equipment instructions. For weekend events, schedule an advance visit on the Friday before.

AVAILABLE WITH ADVANCE NOTICE

- Additional tables for catering, displays, handout materials, etc.
- Lapel, handheld and stand mics for Event Center
- Tablecloths ($)
- Staffed IT/Event Support ($)
- Table centerpieces
- White board and markers in Event Center

ITEMS AVAILABLE ON SITE
FEES APPLY - CASH OR CREDIT

- Vending machines in the hallways with Coca-Cola products.
- Additional snacks, bottled beverages, fresh coffee and general office supplies are available in our Campus Store during normal business hours, Mon -Fri, 7:30 a.m. to 4 p.m.
- Copies - Small copier runs may be purchased in the Campus Store.
- *NOTE: WDTC does not provide Items such as easels, extension cords, etc. Please bring your own with you.*

AVAILABLE FOOD SERVICES

You may use a caterer of your choice. Also, within a three mile radius, there are a variety of casual dining restaurants conveniently located in the vicinity of the Rushmore Crossing shopping plaza, just off I-90, as well as popular fast food restaurants along E. North Street.

AREA HOTELS

There are a number of newer hotels near the I-90/US-16 area, which are convenient to our campus. For downtown ambience, you will find the Historical Hotel Alex Johnson, as well as several other offerings within a few miles of WDTC.

QUICK ACCESS - During your Event:
- **Temperature Control - 718-2430 (Facility)**
- **IT Support - 394-5355 (IT)**
- **All other inquiries - 718-2423**

Available during normal business hours, Mon-Fri, 7:30 a.m. to 4 p.m.