Dakota College at Bottineau

FACILITIES RENTAL AGREEMENT

The following will serve as an agreement for the use of Dakota College at Bottineau facilities.

Building: __________________________ Room/Area: __________________________

Purpose of Rental: __________________________________________________________

The agreement made this day of __________ between Dakota College at Bottineau, an agency of the state of North Dakota, Bottineau, North Dakota, hereinafter called the Owner, and

[Contact Info]

1. DATES & TIMES

The dates and times of this rental agreement are as follows:

2. RENTAL FEES

Renter agrees to pay to Owner: __________________________

Fees will be based on the actual expenses incurred by the campus in making the space available. The fee schedule will be applied equally to all persons or organizations, without reference to the content or viewpoint of the proposed assembly, except as otherwise governed by campus policies. The fee schedule may include logistic fees based on the venue, anticipated attendance, wear and tear, janitorial costs, and other non-content-based factors.

Rental Fees:

- Thatcher Hall - Gym $250.00 - full or half day
- Holmberg Room $100.00 - full day, $75.00 - half day
- McMaster Room $100.00 - full day, $75.00 - half day
- Molberg Room #3 $50.00 - full day, $30.00 - half day
- IVN Classroom $50.00/event plus $10.00/hour for IVN Technician if required
- Student Center $75.00 - full or half day (available mid-May thru mid-August)

* Fees will be returned provided cancelation is confirmed 48 hours in advance.

3. SPECIAL PROVISIONS

a. Renter shall provide proof of general liability insurance from an insurance company, government self-insurance pool or government self-retention fund authorized to do business in North Dakota, with minimum limits of $250,000 per person and $1,000,000 per occurrence, no less than 30 days before scheduled event. Failure to provide proof of acceptable insurance shall be grounds for before scheduled event. immediate termination of this rental agreement by Owner.

b. Set-up Requirements, Special Requests and Needs, to make this a successful event

Room Configuration:

<table>
<thead>
<tr>
<th>Contact</th>
<th>Phone Number</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Denise Schroeter</td>
<td>228-5441</td>
<td><a href="mailto:denise.schroeter@dakotacollege.edu">denise.schroeter@dakotacollege.edu</a></td>
</tr>
</tbody>
</table>

Technology Services:

<table>
<thead>
<tr>
<th>Contact</th>
<th>Phone Number</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jacob Nelson</td>
<td>228-5429</td>
<td><a href="mailto:jacob.p.nelson@dakotacollege.edu">jacob.p.nelson@dakotacollege.edu</a></td>
</tr>
</tbody>
</table>

Food Services:

<table>
<thead>
<tr>
<th>Contact</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sodexo</td>
<td>228-5482</td>
</tr>
</tbody>
</table>

Gym Carpet Tile Placement:

<table>
<thead>
<tr>
<th>Contact</th>
<th>Phone Number</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Charlene DuBois</td>
<td>228-5476</td>
<td><a href="mailto:charlene.dubois@dakotacollege.edu">charlene.dubois@dakotacollege.edu</a></td>
</tr>
</tbody>
</table>

* Please provide an estimate number of guests to campus.
4. AGREEMENTS - The Renter agrees:

a. to be fully and totally responsible for any and all damages to the leased premises, including structure (interior and exterior), equipment or property therein or thereon, caused by or arising from Renter’s use of and activities in and on and about the leased premises, and shall promptly pay for actual costs of repair or replacement;

b. that Owner has no responsibility or liability for damages or loss to or of that property of any kind that may be in or on the structure or premises during the term of the rental agreement, and belonging to the Renter or under the control or care of Renter, and placed in or on the leased property at direction of Renter.

c. to prohibit presence or consumption of alcoholic beverages on the leased property.

d. to prohibit use of tobacco products (DCB is a tobacco free campus).

e. that all concession sales belong to the Owner.

f. to comply with all rules and regulations pertaining to use of the leased premises.

5. The Renter is responsible for claims, losses, damages and expenses, whether property damage or personal injury in nature, that may arise out of negligent acts or omissions of Renter and its agents, employees, volunteers and participants during the term of this rental agreement and connected to the leased premises, including ingress and egress of the leased premises. Further, Renter shall defend, indemnify and hold harmless the Owner and State of North Dakota, and State’s agencies, officers and employees, from and against claims based on the vicarious liability of the State and its agents, but not against claims based on State’s contributory negligence, comparative or contributory negligence or fault, sole negligence or intentional misconduct.

6. Refreshments or meals provided for this event must be arranged through Sodexo.

7. Facilities will be rented within normal DCB hours of operation; 8:00 am - 4:30 pm. Special arrangements must be made to use the facilities outside of the regular hours of operation.

8. * Schedule changes must be submitted 48 hours in advance.

Facilities Contact Name and Phone Number:

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Renter Signature

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Date

Renter Title

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Dakota College at Bottineau

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Date

3/2021
Dakota College at Bottineau
FACILITIES RENTAL AGREEMENT ADDENDUM

ADDENDUM

Dakota College requests all individuals using rooms on campus abide by Campus pandemic guidelines.

- Cover your mouth and nose with a face covering
- Social distance, staying at least 6 feet apart from others
- Wash your hands often with soap and water
- Do not use the facilities if you are feeling ill or have an elevated temperature

Mar-21