

SCHEDULING MEETINGS AND EVENTS

August 8, 2017

The Centennial Alumni Center, gymnasium and classrooms are used to host meetings and events of varying scope. Many require special scheduling considerations. Those who plan these activities are asked to observe the following procedures:

1. Complete the Facilities Scheduling Form (attachment) found on website:
www.dakotacollege.edu – faculty & staff - forms – facilities scheduling form
2. At least 72 hours before the event, schedule the room, time, and date by contacting one of the following Ad Astra (room scheduling system) users:
 - a. Administrative Assistant, Academic Support, for all faculty (Danielle)
 - b. Distance Education Coordinator for Distance Education personnel (Mike)
 - c. Physical Plant Secretary for Plant Services personnel and off-campus requests (Denise)
 - d. Administrative Assistant, Student Services, staff personnel and off-campus requests (Heidi)
 - e. Administrative Assistant, Dean's Office, for Dean's Office personnel (Sandy)

Rooms will be reserved up to two months in advance. Any events scheduled later than two months in advance must have a need such as a large group, event registration is required or speakers need to be confirmed. An example event is Market Place for Kids.

3. Provide a copy of the Facilities Scheduling Form to Plant Services, Computer Services and Food Services as necessary for special needs identified on the Meeting and Event Scheduling Form.
4. Complete the Rental Agreement for any non-campus events which must be approved and signed by the Director of Finance. A rental fee will be assessed and liability insurance must be provided per agreement.
5. Another meeting could be scheduled immediately before or after the time specified for your reservation. Therefore, when reserving a room, it is important the reservation include time for:
 - a. Setup and takedown when special arrangements are required (e.g. arrangement of tables and chairs, setup of sound system, other equipment and displays, laptop connection to projector, etc.). A minimum of 30 minutes should be allotted for special arrangements and should be considered when reserving the time of the meeting or event.
 - b. Prep time for presenters.
 - c. Personnel arrival and departure.
6. Those who use the facility are required to take responsibility for minimum care of the room (e.g., cleaning and reporting spills, reporting equipment malfunctions, and asking folks to place their food waste/containers in the garbage can).
 - a. Report spills to Plant Services Immediately – extension 441, 461 or call the Business Office at 430 to page a custodian.
 - b. Report computer and other IT equipment malfunctions to Computer Services – extension 419 or 429

DAKOTA COLLEGE AT BOTTINEAU FACILITIES SCHEDULING FORM

Name of Event	Example: Assessment Committee, Dean's Council, Marketplace for Kids, etc.
Date	The date(s) of the event.
Time	The time(s) of the event. Example: 9-10am. Include setup and takedown times as appropriate.
Event Planner/Contact Person	Having a contact person is especially important if you are requesting a special room setup or if anyone has questions about the meeting. Name: Phone: Company:
Room(s)	Identify the room(s) you wish to reserve.
Approx. Attendance	This is important to determine if the room is large enough to accommodate your needs and to insure the appropriate number of tables and chairs are available.
Special needs	Please specify if you need a computer lab, computer technician, a room with a projector, a computer, special table and/or chair arrangement, sound system, food/snacks/drinks and other arrangements.

Form Distribution: Copy to Ad Astra User
 Copy to Plant Services for special room configurations and sound system
 Copy to Computer Services for computer, projector and technician requests
 Copy to Sodexo for food service arrangements

Non-Campus Event: Rental Agreement must be approved and signed