

## SCHEDULING MEETINGS AND EVENTS March 2023



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](http://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. Academic Support Administrative Assistant: all faculty
  - b. Distance Education Coordinator: Distance Education personnel
  - c. Physical Plant Administrative Assistant: Plant Services personnel and off-campus requests
  - d. Student Services Administrative Assistant: staff personnel and off-campus requests
  - e. Dean’s Office Administrative Assistant: Dean’s Office personnel
  - f. Athletic Department Representative: Athletic personnel and gymnasium requests

Rooms will be reserved up to two months in advance. Any events scheduled more 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 Marketplace 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 Business Office Manager. 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 the 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
  - b. Report computer and other IT equipment malfunctions to Computer Services

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## DAKOTA COLLEGE AT BOTTINEAU FACILITIES SCHEDULING FORM

<b>Name of Event</b>	Example: Assessment Committee, Dean's Council, Marketplace for Kids, etc.
<b>Date</b>	The date(s) of the event.
<b>Time</b>	The time(s) of the event. Example: 9-10am. Include setup and takedown times as appropriate.
<b>Event Planner/Contact Person</b>	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:
<b>Room(s)</b>	Identify the room(s) you wish to reserve.
<b>Approx. Attendance</b>	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.
<b>Special needs</b>	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.

[www.dakotacollege.edu/about/facilities-reservation](http://www.dakotacollege.edu/about/facilities-reservation)