

NISKANEN COMMUNITY CENTER RESERVATION & POLICY FORM

NORTH DAKOTA STATE UNIVERSITY – DEPARTMENT OF RESIDENCE LIFE – DIVISION OF STUDENT AFFAIRS

Name: _____ ID #: _____ Today's Date: _____

Email Address: _____ Phone: _____

Dept/Org (if applicable): _____ Campus Address: _____

EVENT INFORMATION

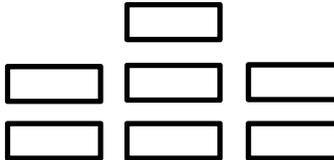
Event Title: _____ Event Date: _____

Event Start Time: (including set-up time) _____ Event End Time: _____ Number Attending: _____

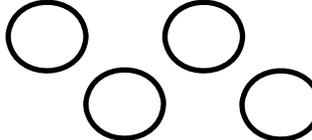
Event Description: _____

ROOM SETUP

___ Open Rectangle 

___ Classroom 

___ Closed Rectangle 

___ Circles (default set-up) 

___ U-Shape 

___ Row Seating 

Do you require a projector for your event? (Note: Computer NOT included) YES / NO

POLICIES & PROCEDURES

1. The individual reserving the Community Center will be responsible for the condition of the facility, furnishings, and equipment. Any cleaning/damages will be billed to the individual reserving the Community Center. The individual reserving the Community Center will also be responsible for the conduct for any/all guests.
2. Alcohol – The possession or consumption of alcohol is strictly prohibited.
3. Smoking – Smoking anywhere on campus is strictly prohibited.
4. All individuals using the Community Center must abide by all polices as stated in the Code of Student Behavior (http://www.ndsu.edu/fileadmin/studentlife/PDF_Files/CodeofStudentBehavior.pdf). Failure to comply with these policies will result in disciplinary action taken against the individual and the individual reserving the Community Center.
5. The interior security door is in place to ensure the comfort and safety of the residents residing in Niskanen Building #3. This door is to remain closed and locked at all times. Entry into the building is NOT permitted (except in cases of emergency).
6. Scheduling – Reservations must be made two weeks in advance of an event. Reservations must be submitted to the Residence Life Office (West Bison Court). Only current NDSU apartment residents, faculty, and staff are permitted to reserve the Community Center (faculty and staff reservations can only be made for University sponsored events). All reservations are to be approved through the Department of Residence Life.

I have read and agree to abide by the above policies.

Signature _____

Date _____

Residence Life Signature _____

Date _____

Office Use ONLY: ___ Access Request Sent ___ Access Confirmation Received ___ Reservation E-mail Sent