NISKANEN COMMUNITY CENTER RESERVATION & POLICY FORM

Name: ____________________________  ID #: ____________________________  Today’s Date: ________________

Email Address: ____________________________  Phone: ____________________________

Dept/Org (if applicable): ________________  Campus Address: ____________________________

EVENT INFORMATION

Event Title: ____________________________  Event Date: ____________________________

Event Start Time: ____________________________  Event End Time: ____________________________  Number Attending: ________________

Event Description: ____________________________

Will this event require the use of an open flame or incense for a spiritual or cultural practice?  (please check one)  Yes____  No____

SPECIALTY USE OF OPEN FLAME FOR SPIRITUAL OR CULTURAL PRACTICES IN NDSU RESIDENCE LIFE FACILITIES

1. Requests are not approved or denied on the basis of religion, but requests may be denied based on space availability, resident reputation of prior use, staff availability, or substantial safety concerns.
2. One resident must take responsibility for the event, be present at all times, and assume liability for any damages caused, accidental or otherwise.
3. This policy is designed for residents of Residence Life facilities. All reservations must be made by a resident but individuals who do not live in a residence life facility may use the space if they are escorted by that resident.
4. Candles, incense, or any open flame must be closely monitored at all times.
5. Flames and other open heat elements must be kept away from combustible materials.
6. A fire extinguisher must be easily accessible.
7. A designated Residence Life staff member must be contacted at the conclusion of the space use to determine that any potential hazard of fire has been eliminated.
8. Candles, incense, sage, sweetgrass, and any other items to be burnt must be stored in the designated area for your hall or apartment. Speak with your Hall Director or Complex Manager to learn more.

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 all of the above policies.  

Student Signature ____________________________  Date ____________

RESIDENCE LIFE STAFF USE ONLY

______I approve this request  ____I deny this request (rationale on back)  

Signature of Assistant Director of Apartments ____________________________  Date ____________

______Cabinet key signed out (For spiritual practice use)  

______Card access granted  

______Reservation E-mail Sent