

Contact Information

Title of Event (if applicable)			
Description of Event			
Organization/Contact Name			
Billing address			
City State Zip			
Telephone		Fax	
Email			

Rental Rates	Fee	Special Room Set-Up	Date(s) Rented	Time	Total Cost
Classrooms (electronic) Conference Rooms (109,203,308A,740,778)	\$25 1/2 day \$50 Full day	(description or diagram)			
Computer Labs (135,325,327,405,750) Training Labs (LE Outdoor Facilities, Outdoor Firing Range, Tactical Warehouse, CSI Lab, Simulation Room*)	\$50 1/2 day \$100 Full day	Personnel fee applies for software installation/removal *Trained firearms simulation system operator required			
Video Conference Room (308)/ Video Classroom (310, 311) SMARTBoard (766)	\$25 1/2 day \$50 Full day	Required: *\$30 connection fee for ITV *Long distance charges may apply; \$5 per hour per line; charged in 1 hour increments *Personnel fees for technical support fee may apply			
Auditorium (205, 743)	\$50 1/2 day \$100 Full day	(description or diagram)			
Café	\$25 1/2 day \$50 Full day	(description or diagram)			
Gym (120, 796)/ Weight Room (776, 114)	\$50 1/2 day \$100 Full day	(description or diagram)			
Indoor Firing Range* (784E)	\$80 per hour \$225 1/2 day \$425 Full day	*Trained range system operator required			
Other					

Personnel Fees

A fee may be charged if a supervising employee is not on regular duty or if the intended use does not permit the employee to complete his/her regular assigned duties. A fee will also apply to events held after regular working hours or on weekends. Minimum of 2 hours per event for employees beyond regular duty. Event dependent on facility and staff availability.

Maintenance Worker	\$45 hour	Date:	Time:	\$
Technology Support	\$45 hour	Date:	Time:	\$

Insurance

Any group/organization/individual, which is not considered part of the college that anticipates using MnSCU facilities, will have to provide necessary liability insurance (minimum of 2 million) to protect participants and spectators involved in the activity. Alexandria Technical & Community College must be listed as the certificate holder on the Certificate of Liability Insurance form.

- Yes, my organization has the required liability insurance and will provide a copy along with this agreement.
- No, my organization does not have liability coverage to cover this event and it is understood that in the event that coverage is required, it will be at the requesting organization's expense. (Supplemental insurance information and rates available upon request.)

Additional Requested Items

- Technology Assistance (be specific on time, equipment needed, presentation type, videos, etc.)
- Special Room Set-Up (movable classrooms only, limitations may apply)
- Registration Table(s)/Chair(s)
- Flip Chart Stand
- Extra Garbages/Recycling
- Coat Racks
- Catering (Susan w/Lancer 320-762-4432)
- Parking Permits (Electronic/Printable)
- Campus Map

Comments:

I certify that I represent the above organization and am authorized to accept in its name responsibility and observance of the rules and regulation of facilities and/or equipment usage of the facility. Alexandria Technical & Community College is hereby released from all liability and held harmless from any risk exposed for loss, damage, destruction, theft, vandalism, physical injuries to persons or property, or any other mishap of any nature whatsoever.

I have reviewed this document in its entirety and agree to comply with ATCC's policies and procedures.

Signature:

Date:

- Office Use**
- EMS Software
 - Workorder#
 - Insurance
 - ISRS Billing ID#

Policies

The group/organizations/individuals using the college facilities agree to abide by the non-discrimination and the sexual harassment and sexual violence policies.

The college is not responsible for lost or stolen items.

Alexandria Technical & Community College is tobacco-free, except in designated areas. Alcoholic beverages, liquor, or controlled substances are not permitted.

If personal/business computer/equipment is brought to the campus, please contact the college's technical support for compatibility and usability 48 hours prior to the event.

In the event of damage to college property, the applicant shall pay all appropriate repair costs. Any loss, breakage, or need of repair of facilities or equipment must be reported to the building maintenance supervisor immediately by the supervisor in charge of the scheduled activity.

Supervision

All groups/organizations/ individuals using the college facilities must have authorized supervisory personnel on duty, approved by college. Responsible adults must supervise for the entire duration of their usage time and/or until all participants have vacated the premises.

General Maintenance Workers, technical support, administrators, and/or college employees will supervise the facility but not the facility user or its activities.

Groups/organizations/individuals shall assume the cost of supervision for the use of the college beyond regular employee's duty hours. A fee may be charged if a supervising employee is not on regular duty or if the intended use does not permit the employee to complete his/her regular assigned duties.

A college employee must be on duty whenever building facilities are in use.

Accidents

All accidents occurring while using the college facilities must be reported to the building supervisor or custodian on duty.

Liability

The group/organization/individual agrees to protect, indemnify, and hold harmless the college and employees from any and all claims, liabilities, damages or rights of action, direct or indirectly, growing out of the use of the premises.

The group/organization/individual will indemnify the college for all damage to the school or property occurring during the scheduled activity by persons participating or in attendance.

Insurance

Any group/organization/ individual, which is not considered part of the college that anticipates using MnSCU facilities, will have to provide necessary liability insurance (minimum of 2 million) to protect participants and spectators involved in the activity. (Supplemental insurance information and rates available upon request.)

Catered Meals/Refreshments

Catered meals and/or refreshments can be provided by contacting Lancer Hospitality at Alexandria@lancercatering.com or 320-762-4432. Prior permission/consent from Lancer is recommended before any food or beverage is brought on the property.

Inclement Weather

On days when the college is closed due to weather conditions or campus building site illuminated (i.e. water, heat, electrical), the decision on cancellation or postponement of the college's co-curricular events and all other events scheduled will be made by the President.

Cancellations

The group/organization/individual shall notify the college of any cancellations of previously scheduled facilities at least 24 hours prior to the scheduled use. In case of failure to do so, the college may charge for expenses incurred in preparation for use of the facility requested.