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www.dickinsonstate.edu/bac

Dickinson State University

Facility Use Agreement (FUA)

Section 1: Reservation Information:

Name of User/Group and Title of Event:			
Contact Person:	Telephone Number:	Date of Event:	
Address:	City:	State:	Zip:
Billing Address (if different): Same	City: Same	State: Same	Zip: Same
Area(s) of Biesiot Activities Center (BAC) to be used:		Arrival Time: (MST)	Departure Time: (MST)
Estimated Number of People:	Brief description of the Event:		
Event Sponsor:			
Facility Rental Cost:	Email Address:		
Special Request(s) (audio/visual equipment needs, etc.) and Other Comments: <i>Any additional requests must be mentioned to the BAC Coordinator at least 5 days before the event so that proper arrangements can be made. Thank you.</i>			

Section 2: User Agreement:

The User agrees:

- To care for the facility, equipment and furniture; and agrees to reimburse the Biesiot Activities Center at Dickinson State University for actual repair or replacement costs resulting from any misuse or neglect.
- That the sale or token sale of alcohol is prohibited.**
- To provide proper supervision during the event.
- That the use of the Facility is limited to the arrival and departure times stated above.
- That the subcontracting of food service, transportation, entertainment, or other activities is the responsibility of the User and requires User or subcontractor to provide proof of general liability insurance of at least \$250,000 per person and at least \$1,000,000 per occurrence covering any and all claims of any nature arising out of this agreement. Proof of general liability insurance is to be delivered by subcontracting parties at least 10 days prior to the Event.
- To pay a \$100 cancellation fee, if the event is cancelled after signing this FUA.

Section 3:

I acknowledge that I have read this agreement and agree to follow the guidelines herein. Further, I understand and agree that the Biesiot Activities Center at Dickinson State University assumes no responsibility for personal injury, property loss, or damage occurring during meetings, gatherings, or events sponsored by the User.

By: Ben Shroyer, BAC Coordinator

Date Signed: _____

By: _____

Title: _____

Date Signed: _____

* SBHE Policy 918 prohibits alcohol upon land or buildings owned by the Board or its institutions, *unless* a permit is issued by the institution's chief executive or designee. If an event sponsored by a User includes alcohol, this Agreement will include additional indemnification and insurance requirements. An additional form must be completed and signed.