



Facility Rental Policy

Riverland Community College facilities are available to community organizations, agencies, and individuals according to the following guidelines. This policy addresses short-term (partial day through one week) facility usage. Long-term (more than one week) facility usage is addressed through leasing arrangements.

1. Use does not conflict with college functions.
2. Rooms may not be used for any event that disrupts college business, nor for any unlawful purpose.
3. The VP of Finance/Facilities or designee is responsible for the rental of all facilities.
4. Organizations and individuals renting facilities will be held responsible for any damages to property incurred as a result of such rental in accordance with the rental agreement.
5. All outside organizations or individuals renting or using the facility are subject to the same rules of conduct as state employees (i.e. harassment, discrimination, etc).
6. Rental of facilities does not imply College sponsorship of the event. Events that are sponsored by a college department or employee must be approved by the Campus Dean or VP of Finance and Facilities. Using the College logo or reference to the College as a sponsor is prohibited.
7. Contracts must be executed to include statutory insurance requirements. A certificate of insurance must be provided prior to facility usage.
8. The use of specialized equipment, such as stage lighting and sound, requires the provision of qualified college personnel, unless exceptions are approved by the College.
9. A person or organization requesting the use of the facility shall complete a Facility Use Request form (Exhibit A) and submit it to the appropriate campus contact allowing sufficient time for the campus contact to act upon the request and make appropriate arrangements for use.
10. Facility use/rental costs are outlined on the Facility Use Rental Rates sheet (attached Exhibit B). Riverland Community College reserves the right to negotiate alternate room rates for unique situations.
11. All users, regardless of group, must pay for maintenance services if using the facility when the college is not open. All users requiring media services will be charged per the fees outlined in the "Facility Use Rental Rates." The College president, vice presidents and respective campus deans have the authority to adjust rental rates.



Facilities Use Request/Permit

Date of Application: _____
College Contact: _____

Instructions: The person requesting use of facilities must complete this form and send it to the appropriate building contact. Requests cannot be considered unless all information requested is furnished. Requests to use facilities must be submitted at least **two weeks in advance** of the desired usage date.

Choose the location that is being requested by circling the location below:

Riverland Community College
West Building
1900 8th Avenue NW
Austin, MN 55912
Contact: Kris Hanson
507-433-0528
kris.hanson@riverland.edu

Riverland Community College
2200 Riverland Drive
Albert Lea, MN 56007
Contact: Kris Hanson
507-433-0528
kris.hanson@riverland.edu

Riverland Community College
East Building
1600 8th Ave NW
Austin, MN 55912
Contact: Kris Hanson
507-433-0528
kris.hanson@riverland.edu

Owatonna College & University Center
965 Alexander Drive SW
Owatonna, MN 55060
Contact: Kris Hanson
507-433-0528
kris.hanson@riverland.edu

Permission is requested by _____
(name of organization)

to use _____
(type of space needed)

for the purpose of _____.

Number of persons attending _____

Name of person requesting use _____

Address/Department _____ Phone (day) _____

_____ Phone (evening) _____

Fax _____

Date(s) facilities to be used (**one line each use**):

Day of the Week	Date	Time	
		Beginning Time	Ending Time

Circle preferred room arrangement on the following page and describe any special requests you have in the area below.

Audio Visual Equipment _____

Food Service _____

Theatre-Light/Sound Setup _____

Special Accommodations _____

Other _____

Circle the arrangement that best describes your needs. Indicate the number of occupants. Use "Other" if none meet your needs.

<p>Classroom</p>	<p>Discussion</p>	<p>Double Horseshoe</p>
<p>Theater Style</p>	<p>Horseshoe</p>	<p>Collaboration</p>
<p>Other</p>		

Facility Use Rental Rates

Normal Building Hours:

	Austin and Albert Lea	Owatonna
Monday – Thursday	7:00 am - 10:00 pm	7:30 am - 10:00 pm
Friday	7:00 am - 9:00 pm	7:30 am - 4:30 pm
Saturday	7:00 am - 3:00 pm (Austin West only)	Closed
Sunday	Closed	Closed

1. Rental Policy – Normal Building Hours

- Classrooms
 - Multimedia Classrooms (projector provided) **\$30/hour**
(max. \$150/day/room)
 - Interactive Television (ITV) Rooms **\$40/hour**
(max. \$175/day/room)
 - Conference Rooms **\$65/hour**
(max. \$325/day/room)
 - Conference Rooms **\$20/hour**
(max. \$100/day/room)
 - Conference rooms with Multimedia (projector) **\$30/hour**
(max. \$150/day/room)
- Theatre/Gym (includes general lighting & podium)
(Austin East Only) **\$100/hour**
(max. \$500/day)
- Cafeteria **\$100/hour**
- State of Minnesota agencies are charged 50% of the rental fee, plus the direct cost incurred for services such as maintenance, AV/multimedia technician, special set-ups, piano tuning, food service, college representative, etc.
- Special Arrangements
 - Maintenance **\$30/hour**
 - Audio Visual Service/Equipment Rental **\$25 per item, per use**
 - Flip chart **\$20 per use**
 - Theatre Lights To be arranged
 - Moving Grand Piano **\$50 per use**
 - Bleachers **\$30**
 - Risers/Stages **\$30 per use**
 - Air Handler charge **\$25 per use**

2. **Computer Labs** **\$50 per hour**

Usage of computer labs versus classroom or other spaces will be determined by the need of the event. Any needed changes to the lab for outside usage or any needed changes in order to return the computer lab back to its normal state will be assessed a fee of \$75 per hour.

3. **Other Labs**

Usage of other non-computer labs versus classroom or other spaces will be determined by need of the event. Prices will then be negotiated based on usage and clean up required.

4. **Kitchen (Austin and Albert Lea only)**

The kitchen is only available if the food service provider and Riverland Community College approve the event. Prices will be negotiated based on usage and clean up required.

Riverland reserves the right to negotiate alternate room rental fees for unique situations.