



**RIVERLAND**  
Community College

# Facility Rental Request Form

**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 checking the location below:**

\_\_\_\_ Riverland Community College  
West Building  
1900 8<sup>th</sup> Avenue NW  
Austin, MN 55912

\_\_\_\_ Riverland Community College  
2200 Riverland Drive  
Albert Lea, MN 56007

\_\_\_\_ Riverland Community College  
East Building  
1600 8<sup>th</sup> Ave NW  
Austin, MN 55912

\_\_\_\_ Riverland Community College  
965 Alexander Drive SW  
Owatonna, MN 55060

Contact: Stephanie Weckwerth  
[stephanie.weckwerth@riverland.edu](mailto:stephanie.weckwerth@riverland.edu)  
(507) 379-3371

**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 **(must be able to sign the contract)** \_\_\_\_\_

Title of person requesting use \_\_\_\_\_

Billing address \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_

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

Day of the Week	Date	Beginning Time	Ending Time

**Check 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 \_\_\_\_\_

Check the arrangement that best describes your needs. Use "Other" if none meet your needs.

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



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**Facility Use Rental Rates**

<b>Normal Building Hours:</b>	<b>Austin East</b>	<b>Austin West &amp; Albert Lea</b>	<b>Owatonna</b>
Monday-Thursday	8:00 am - 10:00 pm	8:00 am - 10:00 pm	8:00 am - 9:00 pm
Friday	8:00 am - 10:00 pm	8:00 am - 7:00 pm	8:00 am - 6:00 pm
Saturday	7:30 am - 3:30 pm	Closed	Closed
Sunday	Closed	Closed	Closed
Summer hours Mon - Fri	8:00 am – 7:00 pm	8:00 am – 7:00 pm	8:00 am – 7:00 pm (M-Th)

**1. Rental Policy – Normal Building Hours**

- Conference rooms with Multimedia (projector) **\$30/hour**  
-Includes Lecture Hall in Albert Lea (max. \$150/day/room)
- Multimedia Classrooms (projector provided) **\$40/hour**  
(max. \$200/day/room)
- Computer Labs **\$50/hour**  
(max. \$250/day/room)
- ZOOM Rooms **\$65/hour**  
(max. \$325/day/room)
- Theatre/Gym (includes general lighting & podium) **\$100/hour**  
(Austin East Only) (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 **\$50/hour**
  - Theatre Technician **\$50/hour**
  - Moving Grand Piano **\$50 per use**
  - Gym Bleachers **\$30 per use**
  - Risers/Stages **\$30 per use**
  - Air Handler charge **\$25 per use/4 hours**
  - TLR Technician **\$75 per hour**
  - 10' Cradle Screen **\$100 per day**
  - LCD Projector **\$200 per day**

Wireless Combo/Microphone	<b>\$125 per day (each)</b>
Powered Speaker with Bluetooth	<b>\$100 per day</b>

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.

5. **Insurance Requirements**

All external parties using Riverland facilities are required to provide a certificate of insurance identifying Riverland as an additional insured for coverage levels required by Minnesota Statute.

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