



**Facility Usage and Rental Procedure**  
**Riverland Procedure: #6.15.1**

## 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 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

Owatonna College & University Center  
965 Alexander Drive SW  
Owatonna, MN 55060

Contact: Kris Hamilton at  
[Kris.hamilton@riverland.edu](mailto:Kris.hamilton@riverland.edu)  
(507) 433-0528

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><b>Classroom</b></p> <p>24 occupants 26'0" 27'6" Traditional/Lecture</p>	<p><b>Discussion</b></p> <p>20 occupants 26'0" 27'6" Discussion/Conversational</p>	<p><b>Double Horseshoe</b></p> <p>40 occupants 26'0" 27'6" Horseshoe</p>
<p><b>Theater Style</b></p> <p>24 occupants 26'0" 27'6" Classroom</p>	<p><b>Horseshoe</b></p> <p>16 occupants 26'0" 27'6" Discussion/Conversational</p>	<p><b>Collaboration</b></p> <p>24 occupants 26'0" 27'6" Collaborative/Team</p>
<p><b>Other</b></p>		

## Facility Use Rental Rates

### Normal Building Hours:

	<b>Austin and Albert Lea</b>	<b>Owatonna</b>
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

- Multimedia Classrooms (projector provided) **\$40/hour**  
(max. \$175/day/room)
- Interactive Television (ITV) Rooms **\$65/hour**  
(max. \$325/day/room)
- Computer Labs **\$50/hour**  
(max. \$200/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 Technician **\$30/hour**
  - Moving Grand Piano **\$50 per use**
  - Bleachers **\$30**
  - Risers/Stages **\$30 per use**
  - Air Handler charge **\$25 per use/4 hours**
  - Microphones **\$5 per microphone**
  - OIT Technician **\$30 per hour**

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.**

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*Submit completed form and policy to the Cabinet Member responsible for the division affected by the proposal. This section to be completed by President's Office.*

**Date Issued:** 6/13/2013

**Responsible Division / Author:** Facilities / Physical Plant Supervisor

**Date of Revised:** 5/31/2022 template