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

- Riverland Community College
  - East Building
  - 1600 8th Ave NW
  - Austin, MN 55912

- Riverland Community College
  - 2200 Riverland Drive
  - Albert Lea, MN 56007

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

Contact: Kris Hamilton at 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):

<table>
<thead>
<tr>
<th>Day of the Week</th>
<th>Date</th>
<th>Beginning Time</th>
<th>Ending Time</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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.
Facility Use Rental Rates

Normal Building Hours:

<table>
<thead>
<tr>
<th></th>
<th>Austin and Albert Lea</th>
<th>Owatonna</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday – Thursday</td>
<td>7:00 am - 10:00 pm</td>
<td>7:30 am - 10:00 pm</td>
</tr>
<tr>
<td>Friday</td>
<td>7:00 am - 9:00 pm</td>
<td>7:30 am - 4:30 pm</td>
</tr>
<tr>
<td>Saturday</td>
<td>7:00 am - 3:00 pm (Austin West only)</td>
<td>Closed</td>
</tr>
<tr>
<td>Sunday</td>
<td>Closed</td>
<td>Closed</td>
</tr>
</tbody>
</table>

1. Rental Policy – Normal Building Hours

   o Multimedia Classrooms (projector provided) $40/hour (max. $175/day/room)
   o Interactive Television (ITV) Rooms $65/hour (max. $325/day/room)
   o Computer Labs $50/hour (max. $200/day/room)
   o Conference rooms with Multimedia (projector) $30/hour (max. $150/day/room)

   • Theatre/Gym (includes general lighting & podium) $100/hour (max. $500/day)
     (Austin East Only)

   • 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.**

---

Date of Initial Review by President's Cabinet: 2/14/2013
AASC Review (if applicable):
FSGC Review (if applicable): 4/24/2013
Date of Final Approval / Policy Adoption: 6/13/2013
Date & Subject of Revisions: