

Dakota College at Bottineau  
**FACILITIES RENTAL AGREEMENT**

The following will serve as an agreement for the use of Dakota College at Bottineau facilities.

Building: \_\_\_\_\_ Room/Area: \_\_\_\_\_

Purpose of Rental: \_\_\_\_\_

The agreement made this \_\_\_\_\_ day of \_\_\_\_\_ between Dakota College at Bottineau, an agency of the state of North Dakota, Bottineau, North Dakota, hereinafter called the Owner, and

Contact Name \_\_\_\_\_  
Organization \_\_\_\_\_ hereinafter called the Renter.  
Address \_\_\_\_\_  
City, State Zip \_\_\_\_\_  
Phone Number \_\_\_\_\_  
Email \_\_\_\_\_

**1. DATES & TIMES**

The dates and times of this rental agreement are as follows:

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**2. RENTAL FEES**

Renter agrees to pay to Owner: \_\_\_\_\_

Rental Fees:

Thatcher Hall - Gym	\$250.00 - full or half day
Holmberg Room	\$100.00 - full day, \$75.00 - half day
McMaster Room	\$100.00 - full day, \$75.00 - half day
Molberg Room #3	\$50.00 - full day, \$30.00 - half day
IVN Classroom	\$50.00/event plus \$10.00/hour for IVN Technician if required
Student Center	\$75.00 - full or half day (available mid-May thru mid-August)

\* Fees will be returned provided cancelation is confirmed **48 hours in advance**.

**3. SPECIAL PROVISIONS**

a. Renter shall **provide proof of general liability insurance** from an insurance company, government self-insurance pool or government self-retention fund authorized to do business in North Dakota, with minimum limits of \$250,000 per person and \$1,000,000 per occurrence, no less than 30 days before scheduled event. Failure to provide proof of acceptable insurance shall be grounds for immediate termination of this rental agreement by Owner.

b. **Set-up Requirements, Special Requests and Needs**, to make this a successful event

Room Configuration: \_\_\_\_\_

Contact: Denise Schroeter 228-5441 [denise.schroeter@dakotacollege.edu](mailto:denise.schroeter@dakotacollege.edu)

Technology Services: \_\_\_\_\_

Contact: Greg Livedalen 228-5419 [greg.livedalen@dakotacollege.edu](mailto:greg.livedalen@dakotacollege.edu)

Food Services: \_\_\_\_\_

Contact: Zelda Buelow 228-5485 [zelda.buelow@dakotacollege.edu](mailto:zelda.buelow@dakotacollege.edu)

\* Please provide an estimate number of guests to campus.

\* Schedule changes must be submitted **48 hours in advance**.

4. AGREEMENTS - The Renter agrees:

- a. to be fully and totally responsible for any and all damages to the leased premises, including structure (interior and exterior), equipment or property therein or thereon, caused by or arising from Renter's use of and activities in and on and about the leased premises, and shall promptly pay for actual costs of repair or replacement;
- b. that Owner has no responsibility or liability for damages or loss to or of that property of any kind that may be in or on the structure or premises during the term of the rental agreement, and belonging to the Renter or under the control or care of Renter, and placed in or on the leased property at direction of Renter.
- c. to prohibit presence or consumption of alcoholic beverages on the leased property.
- d. to prohibit use of tobacco products (DCB is a tobacco free campus).
- e. that all concession sales belong to the Owner.
- f. to comply with all rules and regulations pertaining to use of the leased premises.

5. The Renter is responsible for claims, losses, damages and expenses, whether property damage or personal injury in nature, that may arise out of negligent acts or omissions of Renter and its agents, employees, volunteers and participants during the term of this rental agreement and connected to the leased premises, including ingress and egress of the leased premises. Further, Renter shall defend, indemnify and hold harmless the Owner and State of North Dakota, and State's agencies, officers and employees, from and against claims based on the vicarious liability of the State and its agents, but not against claims based on State's contributory negligence, comparative or contributory negligence or fault, sole negligence or intentional misconduct.

6. Refreshments or meals provided for this event must be arranged through Sodexo.

7. Facilities will be rented within normal DCB hours of operation; 8:00 am - 4:30 pm. Special arrangements must be made to use the facilities outside of the regular hours of operation.

**Facilities Contact Name and Phone Number:**

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Renter Signature

Date

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Renter Title

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Dakota College at Bottineau

Date