

EVENTS POLICY

Purpose

The University of Mary exists to serve the religious, academic, and cultural needs of the people in this region and beyond. It takes its tone from the commitment of the sisters of Annunciation Monastery. In harmony with their example, the University of Mary is honored to share its many facilities and resources with the members of its faculty, staff, administration, students, and the surrounding community.

The University of Mary's Events Office endeavors to foster the Benedictine spirit of hospitality through every event that takes place at the University of Mary. Furthermore, it is our duty to ensure that all guests to our campus experience the warmth of hospitality and reflect fondly on their time on our campus. In an effort to be good stewards of our campus and to help us to live hospitable and focused lives, the following document has been developed to define the expectations for utilization of these facilities, resources, and all related services.

Statement of Policy

Internal Events Policy

An internal event is any event in which an Office, Department, School, or Organization belonging to the University of Mary is solely responsible.

- The University of Mary Office, Department, School, or Organization must identify one point of contact for their event. In harmony with the University of Mary's expectations of hospitality, the event contact should be present for the entirety of the event.
- Internal events are exempt from facility fees unless additional services are required and additional costs are incurred.

Student Organization Event Requests

Requests from Student Organizations to host events on campus must first be approved by the Student Involvement Coordinator. Upon approval of their event, the Student Involvement Coordinator (or a representative of their choosing) will be responsible for submitting the event request into 25Live for location scheduling and resource assignments. Only Student Organizations in good standing will be permitted to host events on campus.

Informational Table/Booth Requests

Requests to host an "Informational Table/Booth" will be granted on a first come, first served

basis. Informational Tables/Booths are permitted to take place only in designated areas within the Lumen Vitae University Center. Any requests to host an Informational Table/Booth in alternate locations may be granted only under special circumstances.

All tabling events have a 4-hour maximum time limit.

- External events will be permitted only when space is available.
 - Proof of insurance is **required** for all external groups.

External Events Policy

An external event is any event that is requested or reserved by an organization other than the University of Mary. External events may be eligible for discounted event fees if they fall under one of the following three (3) categories:

- **Hosted:** External events may be “hosted” by an internal (University of Mary affiliated) individual, department, or group.
 - Hosted events require a University of Mary faculty/staff/individual to be part of the requesting organization. By hosting an event, this signifies a relationship with the event/group. In harmony with the University of Mary’s expectation of hospitality, the Event Host should be present for the entirety of the event.
 - Hosted events are expected to pay full price. If a discount is requested, no more than 50% can be waived.
- **Sponsored:** External events may be “sponsored” by an internal (University of Mary affiliated) individual, department, or group.
 - Sponsored events require a University of Mary faculty/staff/individual to express interest in sponsoring the requested event. This sponsorship signifies a relationship with the event/group, as well as their commitment to assist with the associated event fees. In harmony with the University of Mary’s expectations of hospitality, the Sponsoring Group should have a representative present for the entirety of the event.
 - Sponsored events are expected to pay full price and external groups are, for reasons of liability, required to pay something. If a discount is requested, no more than 50% can be waived. The Sponsoring Group may offer to pay a portion of the remaining event fees; an internal account number will be required at the time of booking.
- **Special Circumstances:** External events may have special circumstances that would merit discounted or waived fees. Such discounts will be granted at the discretion of the Office of Public Affairs.

Mandatory After Hours, Weekend, & Holiday Fee

Any external event taking place after 4:30pm (Monday – Friday), on a Saturday, Sunday, or on a holiday when the University of Mary is closed, is subject to an additional fee.

External Athletic Event Request Policy

Hospitality for External Athletic Events

The University of Mary's Director of Athletics will have final approval of all requested External Athletic Events. Once this approval has been received, the event can be confirmed. Upon confirmation, University of Mary's Athletics Department will be assigned as the Event Hosts. As the Event Hosts, designated University of Mary Athletic Staff will be responsible for providing hospitality at these events and should be present for the entirety of the event. Only under special circumstances will this policy be altered; decisions to alter this policy must be agreed upon by the University of Mary's Director of Athletics and the Office of Public Affairs.

Hosting External Athletic Events

The University of Mary's Athletics Department has been granted special permission to “host” certain groups or individuals on campus for recruiting purposes only at no charge. These groups must be approved by the University of Mary's Director of Athletics and are to be handled on a case-by-case basis. Groups that are **hosted** on campus must only participate in recruitment activities, which cannot include a visiting team's practice, work out activities, or related event involving the use of University of Mary spaces.

Sponsoring External Athletic Events

Visiting teams or groups requesting the use of University of Mary spaces for practice, work out activities, or any related events are expected to pay a full facility fees. As a gesture of goodwill, the University of Mary's Athletics Department or an individual Athletic Team may choose to “sponsor” a visiting team's reservations and cover the facility fees out of their department's budget. If the group is requesting space for an athletic event, they can be eligible for the hourly athletic fee. A University account number will be required at the time of reservation for all sponsored external athletic events.

External groups requesting to host athletic events on the University of Mary's Main Campus are required to meet the following guidelines:

- Event confirmation, documentation, and deposit must be completed and on file no later than two (2) weeks prior to the event date.
 - Proof of insurance is **required** for all external groups.

Grill & Fire Table Policy

Outdoor Grill Requests

- **Portable Grills:** The University of Mary has two (2) outdoor grills available to be requested for events. These grills can be requested as a resource through 25Live

(Search: Grill (Large) *or* Grill (Small)). University of Mary Physical Plant staff will supply propane for these grills and will make arrangements for delivery to any University of Mary Main Campus locations (this does not include the Bismarck Butler Center). If a group is requesting to use a grill off-site (for University of Mary events only), they will be responsible for transportation to and from campus. The requestor is responsible for cleaning the grill at the conclusion of their event or any time before its return to campus; failure to do so will result in revocation of grill privileges.

- **Chesterton's Grill:** The University of Mary has one (1) outdoor propane grill available for use at Chesterton's. This grill is to be used for events at Chesterton's only and is not to be transported to any other location under any circumstances. The requestor is responsible for cleaning the grill at the conclusion of their event; failure to do so will result in revocation of grill privileges. Requests to use this grill must be approved by the Chesterton's Manager.
- **Marauders Cove Courtyard Grill:** Marauders Cove has (1) natural gas grill, which is built into the Courtyard and cannot be removed from that space. This grill works well for small gatherings in the Marauders Cove Courtyard. This grill remains locked when not in use (access can be granted by checking out a key to the grill through the 25Live reservation process). The requestor is responsible for cleaning the grill at the conclusion of their event; failure to do so will result in revocation of grill privileges.

Outdoor Fire Table Requests

- **Nygaard Courtyard Fire Table:** Nygaard Courtyard & Terrace has (1) natural gas fire table, which is built into the Courtyard and cannot be removed from that space. This fire table remains locked when not in use. Approval to use this fire table – as well as access to it – should be requested through the Residence Director of Roers Hall. Cooking or roasting food (marshmallows, hot dogs, etc.) of any kind is not permitted when using this fire table.
- **Marauders Cove Courtyard Fire Table:** Marauders Cove has (1) natural gas fire table, which is built into the Courtyard and cannot be removed from that space. This fire table remains locked when not in use (access can be granted by checking out a key to the fire table through the 25Live reservation process). Cooking or roasting food (marshmallows, hot dogs, etc.) of any kind is not permitted when using this fire table.

External Event Equipment Fees

Any external event requiring additional equipment or services not already provided in the locations requested will be charged the following additional fees:

Physical Plant Equipment (subject to availability):

- Display Easel
- Whiteboard Easel
- 220 Power Cart
- Portable Sound System
- Upright Piano
- Physical Plant Support (in excess of 1 hour per event)

IT Equipment (subject to availability):

- Laptop Computer
- Media Projector
- Video Conferencing System
- Mobile TV Cart
- IT Support (in excess of 1 hour per event)

Lumen Vitae University Center Policy

Founders Hall

Founders Hall was designed and is intended primarily to serve and engage the external community. External events may supersede internal events (when deemed appropriate), even if an internal event is booked earlier.

LVUC: Founders Hall

- External events will take priority in this space whenever possible.
 - Proof of insurance is **required** for all external groups.
- Internal event requests can be submitted only with sponsorship from a member of President's Council (written documentation required).
 - Even with this sponsorship, reservation confirmation will be dependent upon space availability and a determination that this space is the most appropriate location for the requested event. Final confirmation to be granted at the discretion of the Office of Public Affairs.

LVUC: Founders Hall Foyer (also Chick's Place Foyer)

Requests to use this space to be granted on a first come, first served basis.

- External events may take priority at times. These arrangements will be made at the discretion of the Office of Public Affairs.
 - Proof of insurance is **required** for all external groups.
- Internal event requests permitted only when space is available. These reservations are to be made under the understanding that they could be moved to an alternate location if an external group requests the space.

The Lumen Vitae University Center Hospitality Center

The Lumen Vitae University Center's Hospitality Center's primary purpose is to serve as a revenue source. External events may supersede internal events when deemed appropriate, even if an internal event is booked at an earlier date.

LVUC: Hospitality Center Foyer

- External events will take priority in this space at all times.
 - Proof of insurance is **required** for all external groups.
- Internal event requests permitted only when space is available. These reservations are to be made under the understanding that they could be moved to an alternate location if an external group requests the space.

LVUC: Deichert Family Board Room

- External events will take priority in this space at all times.
 - Proof of insurance is **required** for all external groups.
- Internal event requests permitted only when space is available. These reservations are to be made under the understanding that they could be moved to an alternate location if an external group requests the space.

LVUC: Breton Salon

- External events will take priority in this space at all times.
 - Proof of insurance is **required** for all external groups.
- Internal event requests permitted only when space is available. These reservations are to be made under the understanding that they could be moved to an alternate location if an external group requests the space.

LVUC: Apple Creek Gallery (Sections A & B)

The LVUC Apple Creek Gallery can be sectioned off into two (2) spaces: Section A and Section B. These sections can be reserved separately or as a whole.

- External events will take priority in this space at all times
 - Sections A & B
 - Proof of insurance is **required** for all external groups.
 - Section A (large)
 - Proof of insurance is **required** for all external groups.
 - Section B (small)
 - Proof of insurance is **required** for all external groups.
- Internal event requests permitted only when space is available. These reservations are to be made under the understanding that they could be moved to an alternate location if an external group requests the space.

LVUC: Atrium

Requests to use this space to be granted on a first come, first served basis. All tabling events in the LVUC Atrium have a 4-hour maximum time limit.

- External events will take priority in this space at all times.
 - Proof of insurance is **required** for all external groups.
- Internal event requests permitted only when space is available. These reservations are to be made under the understanding that they could be moved to an alternate location if an external group requests the space.

LVUC: Breakout Rooms A & B

- External events may take priority at times. These arrangements will be made at the discretion of the Office of Public Affairs.
 - Proof of insurance is **required** for all external groups.
- Internal event requests permitted only when space is available. These reservations are to be made under the understanding that they could be moved to an alternate location if an external group requests the space.

Harold Schafer Leadership Center Policy

HSLC: Board and Great Rooms (BENCT 1601 & 1603)

The HSLC Board and Great Rooms should always be reserved together and may only be reserved separately under special circumstances.

- External events will take priority in this space at all times.
 - Proof of insurance is **required** for all external groups.
- Internal event requests permitted only when space is available. These reservations are to be made under the understanding that they could be moved to an alternate location if an external group requests the space.

HSLC: Harold Schafer Leadership Center Lawn (Located north of the Harold Schafer Leadership Center)

Requests to use this space will be granted on a first come, first served basis.

- External event requests may take priority at times. These arrangements will be made at the discretion of the Office of Public Affairs.
 - Proof of insurance is **required** for all external groups.
- Internal events will take priority when space is available.

Benedictine Center for Servant Leadership Policy

BENCT: Burgum and Larson Computer Labs (BENCT 276 & 277)

- External events permitted only when space is available. Classes may be moved to accommodate external events in this space only under special circumstances.
 - If classes are moved to accommodate an event, an additional fee per class will be added.

- Proof of insurance is **required** for all external groups.
- Internal events – especially regularly scheduled classes – will take priority in these spaces at all times.

BENCT: Hauer Theater Foyer/Gallery

Requests to use this space to be granted on a first come, first served basis.

- External events permitted only when space is available.
 - Proof of insurance is **required** for all external groups.
- Internal events will take priority when available.

BENCT: Hauer Theater (BENCT 430)

- External events permitted only when space is available. Classes may be moved to accommodate external events in this space only under special circumstances.
 - If classes are moved to accommodate an event, an additional fee per class will be added.
 - Proof of insurance is **required** for all external groups.
- Internal events – especially regularly scheduled classes – will take priority in this space at all times.

BENCT: South Lawn (Located south of Our Lady of the Annunciation Chapel)

Requests to use this space to be granted on a first come, first served basis.

- External event requests may take priority at times. These arrangements will be made at the discretion of the Office of Public Affairs.
 - Proof of insurance is **required** for all external groups.
- Internal events will take priority when space is available.

Liffrig Family School of Education & Behavioral Sciences Policy

LFSEBS: Conference Room (BONHL Conference Room)

Requests to use this space to be granted on a first come, first served basis.

- External events permitted only when space is available.
 - Proof of insurance is **required** for all external groups.
- Internal events will take priority in this space at all times.

LFSEBS: Classrooms (BONHL 303, 305, 306, & 307)

- External events permitted only when space is available. Classes may be moved to accommodate external events in this space only under special circumstances.
 - If classes are moved to accommodate an event, an additional fee per class will be added.
 - Proof of insurance is **required** for all external groups.
- Internal events – especially regularly scheduled classes – will take priority in these spaces at all times.

Casey Center for Nursing Policy

Casey Center: Simulation Lab 121 (CASEY 121)

- External events permitted only when space is available. Classes may be moved to accommodate external events in this space only under special circumstances.
 - If classes are moved to accommodate an event, an additional fee per class will be added.
 - Proof of insurance is **required** for all external groups.
- Internal events – especially regularly scheduled classes – will take priority in this space at all times.

Casey Center: Classroom 127 (CASEY 127)

- External events permitted only when space is available. Classes may be moved to accommodate external events in this space only under special circumstances.
 - If classes are moved to accommodate an event, an additional fee per class will be added.
 - Proof of insurance is **required** for all external groups.
- Internal events – especially regularly scheduled classes – will take priority in this space at all times.

Casey Center: Simmons Center (CASEY 128)

- External events permitted only when space is available. Classes may be moved to accommodate external events in this space only under special circumstances.
 - If classes are moved to accommodate an event, an additional fee per class will be added.
 - Proof of insurance is **required** for all external groups.
- Internal events – especially regularly scheduled classes – will take priority in this space at all times.

Casey Center: O’Keefe Lounge

- External events permitted only when space is available.
 - Proof of insurance is **required** for all external groups.
- Internal events will take priority in this space at all times.

Clairmont Center for Performing Arts Policy

Clairmont Center: Foyer/Gallery

Requests to use this space to be granted on a first come, first served basis.

- External events permitted only when space is available.
 - Proof of insurance is **required** for all external groups.
- Internal events will take priority when available.

Clairmont Center: Classrooms (CLAIR 106, 107, & 108)

- External events permitted only when space is available. Classes may be moved to accommodate external events in this space only under special circumstances.
 - If classes are moved to accommodate an event, an additional fee per class will be added.
 - Proof of insurance is **required** for all external groups.
- Internal events – especially regularly scheduled classes – will take priority in these spaces at all times.

Clairmont Center: Mandan Rehearsal Hall (CLAIR 110)

- External events permitted only when space is available. Classes may be moved to accommodate external events in this space only under special circumstances.
 - If classes are moved to accommodate an event, an additional fee per class will be added.
 - Proof of insurance is **required** for all external groups.
- Internal events – especially regularly scheduled classes – will take priority in this space at all times.

Clairmont Center: R.M. Heskett Hall (RMH)

- External events permitted only when space is available. Classes may be moved to accommodate external events in this space only under special circumstances.
 - If classes are moved to accommodate an event, an additional fee per class will be added.
 - Proof of insurance is **required** for all external groups.
- Internal events – especially regularly scheduled classes – will take priority in this space at all times.

Clairmont Center: Clairmont Patio

Requests to use this space to be granted on a first come, first served basis.

- External event requests may take priority at times. These arrangements will be made at the discretion of the Office of Public Affairs.
 - Proof of insurance is **required** for all external groups.
- Internal events will take priority when space is available.

Clairmont Center: Burning Bush (Interfaith Prayer) Room

Requests to use this space to be granted on a first come, first served basis.

- External events not permitted in this space.
- Internal events will take priority in this space at all times.

Benet Chapel

- External events permitted only when space is available.

- There is no facility cost for the use of this space.
- Proof of insurance is **required** for all external groups.
- Internal events – especially regularly scheduled events – will take priority when available.

Under special circumstances, Weddings may be requested to take place in this location; please review the Wedding Policy for full details.

Gary Tharaldson School of Business Policy

GTSB: Upper and Lower Foyers

Requests to use these spaces to be granted on a first come, first served basis.

- External events permitted only when space is available.
 - Proof of insurance is **required** for all external groups.
- Internal events will take priority when available.

GTSB: Classrooms (TSB 105, 106, 108, 204, 205, & 207)

- External events permitted only when space is available. Classes may be moved to accommodate external events in this space only under special circumstances.
 - If classes are moved to accommodate an event, an additional fee per class will be added.
 - Proof of insurance is **required** for all external groups.
- Internal events – especially regularly scheduled classes – will take priority in these spaces at all times.

GTSB: MDU Resources Classroom 107 (TSB 107)

- External events permitted only when space is available. Classes may be moved to accommodate external events in this space only under special circumstances.
 - If classes are moved to accommodate an event, an additional fee per class will be added.
 - Proof of insurance is **required** for all external groups.
- Internal events – especially regularly scheduled classes – will take priority in this space at all times.

GTSB: Seminar Room 111 (TSB 111)

- External events permitted only when space is available. Classes may be moved to accommodate external events in this space only under special circumstances.
 - If classes are moved to accommodate an event, an additional \$25 fee per class will be added.
 - Proof of insurance is **required** for all external groups.
- Internal events – especially regularly scheduled classes – will take priority in this space at all times.

GTSB: Janet Lanterman Conference Room (TSB 217)

Requests to use this space to be granted on a first come, first served basis.

- External event requests may take priority at times. These arrangements will be made at the discretion of the Office of Public Affairs.
 - Proof of insurance is **required** for all external groups.
- Internal event requests permitted when space is available. These reservations are to be made under the understanding that they could be moved to an alternate location if an external group requests the space.

GTSB: A. Kirk Lanterman Financial Center (TSB 206)

- External events permitted only when space is available. Classes may be moved to accommodate external events in this space only under special circumstances.
 - If classes are moved to accommodate an event, an additional \$25 fee per class will be added.
 - Proof of insurance is **required** for all external groups.
- Internal events – especially regularly scheduled classes – will take priority in this space at all times.

GTSB: Butler Auditorium (TSB 212)

- External events permitted only when space is available. Classes may be moved to accommodate external events in this space only under special circumstances.
 - If classes are moved to accommodate an event, an additional \$25 fee per class will be added.
 - Proof of insurance is **required** for all external groups.
- Internal events – especially regularly scheduled classes – will take priority in this space at all times.

The St. John Paul II Center for University Ministry Policy

JP II Center for University Ministry: Fireside Room

Events requested by the JP II Center for University Ministry will take a priority in this space whenever possible. Requests to use this space to be granted on a first come, first served basis.

- External events not permitted in this space.
- Internal events will take priority in this space at all times.

JP II Center for University Ministry: Light of the World Meeting Room

Events requested by the JP II Center for University Ministry will take a priority in this space.

Requests to use this space to be granted on a first come, first served basis.

- External events not permitted in this space.
- Internal events will take priority in this space at all times.

JP II Center for University Ministry: Courtyard (Located west of the JP II Center for University Ministry)

Requests to use this space to be granted on a first come, first served basis.

- External event requests may take priority at times. These arrangements will be made at the discretion of the Office of Public Affairs.
 - Proof of insurance is **required** for all external groups.
- Internal event requests permitted when space is available. These reservations are to be made under the understanding that they could be moved to an alternate location if an external group requests the space.

Christian Leadership Center: Conference Room

- External event requests may take priority at times. These arrangements will be made at the discretion of the Office of Public Affairs.
 - Proof of insurance is **required** for all external groups.
- Internal event requests permitted when space is available. These reservations are to be made under the understanding that they could be moved to an alternate location if an external group requests the space.

Harold Miller Science Center Policy

HMC: Arno Gustin Hall & Arno Gustin Hall Dressing Room (AGH)

Arno Gustin Hall and its Dressing Room should always be reserved together and may only be reserved separately under special circumstances.

- External events permitted only when space is available. Classes may be moved to accommodate external events in this space only under special circumstances.
 - If classes are moved to accommodate an event, an additional \$25 fee per class will be added.
 - Proof of insurance is **required** for all external groups.
- Internal events – especially regularly scheduled classes – will take priority in this space at all times.

HMC: Classrooms (HMC 001A, 001B, 101, 104A/B, 118, 302, & 317)

- External events permitted only when space is available. Classes may be moved to accommodate external events in this space only under special circumstances.
 - If classes are moved to accommodate an event, an additional \$25 fee per class will be added.
 - Proof of insurance is **required** for all external groups.
- Internal events – especially regularly scheduled classes – will take priority in these spaces at all times.

HMC: Classrooms (HMC 001A, 001B, 101, 104A/B, 118, 302, & 317)

- External events permitted only when space is available. Classes may be moved to

accommodate external events in this space only under special circumstances.

- If classes are moved to accommodate an event, an additional \$25 fee per class will be added.
- Proof of insurance is **required** for all external groups.
- Internal events – especially regularly scheduled classes – will take priority in these spaces at all times.

HMC: Science Labs (HMC 203, 204, 207A/B, 303, 304A/B, 305A/B, & 318)

- External events not permitted in these spaces.
- Internal events – especially regularly scheduled classes – will take priority in these spaces at all times

HMC: Zoom Classroom (HMC 102)

- External events permitted only when space is available. Classes may be moved to accommodate external events in this space only under special circumstances.
 - If classes are moved to accommodate an event, an additional \$25 fee per class will be added.
 - Proof of insurance is **required** for all external groups.
- Internal events – especially regularly scheduled classes – will take priority in this space at all times.

Richard Tschider Center Policy

RTC: Athletic Training Classrooms (RTC 217)

- External events permitted only when space is available. Classes may be moved to accommodate external events in this space only under special circumstances.
 - If classes are moved to accommodate an event, an additional \$25 fee per class will be added.
 - Proof of insurance is **required** for all external groups.
- Internal events – especially regularly scheduled classes – will take priority in these spaces at all times.

RTC: Exercise Science Classrooms (RTC 215 & 216)

- External events permitted only when space is available. Classes may be moved to accommodate external events in this space only under special circumstances.
 - If classes are moved to accommodate an event, an additional \$25 fee per class will be added.
 - Proof of insurance is **required** for all external groups.
- Internal events – especially regularly scheduled classes – will take priority in these spaces at all times.

Hamm School of Engineering Policy

HAMM: Foyer

- External events permitted only when space is available. Classes may be moved to accommodate external events in this space only under special circumstances.
 - Proof of insurance is **required** for all external groups.
- Internal events – especially regularly scheduled classes – will take priority in these spaces at all times.

HAMM: Labs (HAMM 210, 215, 216, 217, 225, 228, 229, 236, 237, 238)

- External events permitted only when space is available. Classes may be moved to accommodate external events in this space only under special circumstances.
 - Proof of insurance is **required** for all external groups.
- Internal events – especially regularly scheduled classes – will take priority in these spaces at all times.

HAMM: Research Labs (HAMM 218, 219, 220, 221)

- External events permitted only when space is available. Classes may be moved to accommodate external events in this space only under special circumstances.
 - Proof of insurance is **required** for all external groups.
- Internal events – especially regularly scheduled classes – will take priority in these spaces at all times.

HAMM: Senior Design Center (HAMM 222)

- External events permitted only when space is available. Classes may be moved to accommodate external events in this space only under special circumstances.
 - Proof of insurance is **required** for all external groups.
- Internal events – especially regularly scheduled classes – will take priority in these spaces at all times.

HAMM: Engineering Courtyard (Located east of the Hamm School of Engineering)

Requests to use this space to be granted on a first come, first served basis.

- External event requests may take priority at times. These arrangements will be made at the discretion of the Office of Public Affairs.
 - Proof of insurance is **required** for all external groups.
- Internal events will take priority when space is available.

HAMM: Engineering North Lawn (Located west of the Hamm School of Engineering)

Requests to use this space to be granted on a first come, first served basis.

- External event requests may take priority at times. These arrangements will be made at the discretion of the Office of Public Affairs.
 - Proof of insurance is **required** for all external groups.

- Internal events will take priority when space is available.

HAMM: SGSHS Plinth Labs (HAMM 101, 102, 103)

- External events permitted only when space is available. Classes may be moved to accommodate external events in this space only under special circumstances.
 - Proof of insurance is **required** for all external groups.
- Internal events – especially regularly scheduled classes – will take priority in these spaces at all times.

Leach: Practice Lab (HAMM 104)

- External events permitted only when space is available. Classes may be moved to accommodate external events in this space only under special circumstances.
 - Proof of insurance is **required** for all external groups.
- Internal events – especially regularly scheduled classes – will take priority in these spaces at all times.

Leach: Pro Bono Clinic Rooms (HAMM 105 A, B, C, D, E, F, G)

- External events permitted only when space is available. Classes may be moved to accommodate external events in this space only under special circumstances.
 - Proof of insurance is **required** for all external groups.
- Internal events – especially regularly scheduled classes – will take priority in these spaces at all times.

Sr. Thomas Welder Library Policy

Welder Library: Upper and Lower Foyers

Requests to use these spaces to be granted on a first come, first served basis.

- External events permitted only when space is available.
 - Proof of insurance is **required** for all external groups.
- Internal events will take priority when available.

Welder Library: Classrooms (WELDR 140, 141, 144, 204, 205, 207, 208, & 210)

- External events permitted only when space is available. Classes may be moved to accommodate external events in this space only under special circumstances.
 - If classes are moved to accommodate an event, an additional fee per class will be added.
 - Proof of insurance is **required** for all external groups.
- Internal events – especially regularly scheduled classes – will take priority in these spaces at all times.

Welder Library: Communication Studio (WELDR 142/143)

- External events permitted only when space is available. Classes may be moved to accommodate external events in this space only under special circumstances.
 - If classes are moved to accommodate an event, an additional fee per class will be added.
 - Proof of insurance is **required** for all external groups.
- Internal events – especially regularly scheduled classes – will take priority in these spaces at all times.

Wellness Center Policy

The University of Mary's Wellness Center is dedicated as a community facility to be enjoyed and to serve the fitness, athletic and recreational needs of the students, student athletes, faculty, and staff. In addition, this facility is meant to be used for special university and community events.

Hours of Operation: 5:00am – 12:00am, 7 days/week, accessible with MCard

The Director of Student Recreation and Wellness is responsible for staffing the hospitality desk during all hours of operation.

- Staff will be responsible for ensuring that all activities taking place in the University of Mary Wellness Center and Fieldhouse have been approved and are confirmed via the 25Live Scheduling System.
- Staff will also be responsible for ensuring that all visitors to the Wellness Center and Fieldhouse are paid members in good standing. Any guests who are not members should be kindly informed of the membership policy and are not to be permitted to use the facilities under any circumstances.

University of Mary Fitness Center

Requests to use this space must be approved by the Director of Student Recreation & Wellness.

- External events not permitted in this space.
- Internal events – regularly scheduled activities – will take priority over other internal events in this space at all times.
 - Anyone using this space must be an active member in good standing.

Fieldhouse Policy

Fieldhouse: Upper Foyer

Requests to use this space to be granted on a first come, first served basis.

- External events permitted only when space is available.
 - Proof of insurance is **required** for all external groups.
- Internal events will take priority when available.

Fieldhouse: Concession Stand

University of Mary Dining Services is responsible for operating and maintaining the Concession Stand during requested events.

- External requests to use this space to be allowed under special circumstances only.
 - Proof of insurance is **required** for all external groups.
- Internal request to use this space are required to make arrangements with University of Mary Dining Services to arrange for concessions to be available during their events.

Fieldhouse: Conference Room

Requests to use this space to be granted on a first come, first served basis.

- External event requests may take priority at times. These arrangements will be made at the discretion of the Office of Public Affairs.
 - Proof of insurance is **required** for all external groups.
- Internal event requests permitted when space is available. These reservations are to be made under the understanding that they could be moved to an alternate location if an external group requests the space.

Fieldhouse: Fitness Studio

Requests to use this space to be granted on a first come, first served basis.

- External event requests may take priority at times. These arrangements will be made at the discretion of the Office of Public Affairs.
 - Proof of insurance is **required** for all external groups.
- Internal event requests permitted when space is available. These reservations are to be made under the understanding that they could be moved to an alternate location if an external group requests the space.

Fieldhouse: Racquetball Court & Rock-Climbing Wall

Requests to use this space must be approved by the Director of Student Recreation & Wellness.

- External events permitted only when space is available.
 - Proof of insurance is **required** for all external groups.
 - Additional Liability Waivers must be completed for Rock Wall use.
- Internal events – especially regularly scheduled events – will take priority in this space at all times.
 - Anyone using this space must be an active member in good standing.

Fieldhouse: Lower-Level Track and Basketball Courts

- External event requests may take priority in these spaces at times. These arrangements will be made at the discretion of the Office of Public Affairs.
 - Proof of insurance is **required** for all external groups.
 - When necessary, additional hospitality staff may be provided for external events.

- Internal events – especially regularly scheduled practices and student recreation events – will take priority in these spaces whenever possible.
 - All University of Mary Athletic requests to use these spaces are required to be approved via the 25Live Scheduling System.
 - All University of Mary Athletic teams using these spaces will be responsible for storing their equipment in approved storage spaces prior to the completion of their practices. Equipment is not to be left out at the end of practice under any circumstances.
 - All University of Mary Faculty using these spaces will be responsible for reserving their locations via the 25Live Scheduling System and will operate on the honor system; spaces may be used for classes, but not for personal use.

McDowell Activity Center Policy

ACTCT: MAC Gymnasium

- External event requests may take priority in this space at times. These arrangements will be made at the discretion of the Office of Public Affairs.
 - Proof of insurance is **required** for all external groups.
 - When necessary, additional hospitality staff may be provided for external events.
- Internal events – especially regularly scheduled practices – will take priority in this space whenever possible.
 - All University of Mary Athletic requests to use this space are required to be approved via the 25Live Scheduling System.
 - All University of Mary Athletic teams using this space will be responsible for storing their equipment in approved storage units prior to the completion of their practices. Equipment is not to be left out at the end of practice under any circumstances.
 - All University of Mary Faculty using this space will be responsible for reserving this location via the 25Live Scheduling System and will operate on the honor system; this space may be reserved for classes, but not for personal use.

ACTCT: Classroom 103 (ACTCT 103)

- External events permitted only when space is available. Classes may be moved to accommodate external events in this space only under special circumstances.
 - If classes are moved to accommodate an event, an additional \$25 fee per class will be added.
 - Proof of insurance is **required** for all external groups.
- Internal events – especially regularly scheduled classes – will take priority in these spaces at all times.

Tom & Frances Leach Center for Student Life Policy

Leach Center for Student Life: Chick's Place Foyer (also Founders Hall Foyer)

Requests to use this space to be granted on a first come, first served basis.

- External events may take priority at times. These arrangements will be made at the discretion of the Office of Public Affairs.
 - Proof of insurance is **required** for all external groups.
- Internal event requests permitted only when space is available. These reservations are to be made under the understanding that they could be moved to an alternate location if an external group requests the space.

Leach Center for Student Life: Chick's Place

Requests to use this space to be granted on a first come, first served basis.

- External events will take a priority in this space at all times.
 - Proof of insurance is **required** for all external groups.
- Internal event requests permitted only when space is available. These reservations are to be made under the understanding that they could be moved to an alternate location if an external group requests the space.

University Hall Outdoor Locations Policy

Hegeholz Field

- External event requests may take priority in this location at times. These arrangements will be made at the discretion of the Office of Public Affairs.
 - Proof of insurance is **required** for all external groups.
 - When necessary, additional hospitality staff may be provided for external events.
- Internal events – especially regularly scheduled practices – will take priority in this location whenever possible.
 - All University of Mary Athletic requests to use this location are required to be approved via the 25Live Scheduling System.

Outdoor Track, Tennis Courts, Baseball, Soccer, and Softball Fields

- External event requests may take priority in these locations at times. These arrangements will be made at the discretion of the Office of Public Affairs.
 - Proof of insurance is **required** for all external groups.
 - When necessary, additional hospitality staff may be provided for external events.
- Internal events – especially regularly scheduled practices – will take priority in these locations whenever possible.
 - All University of Mary Athletic requests to use these locations are required to be approved via the 25Live Scheduling System.

Wrestling Practice Room

- External event requests may take priority in this location at times. These arrangements will be made at the discretion of the Office of Public Affairs.
 - Proof of insurance is **required** for all external groups.

- When necessary, additional hospitality staff may be provided for external events.
- Internal events – especially regularly scheduled practices – will take priority in this location whenever possible.
 - All University of Mary Athletic requests to use this location are required to be approved via the 25Live Scheduling System.

Chesterton's Policy

Chesterton's: Main Level Gathering Space

Requests to use this space must be approved by the Chesterton's Manager.

- External event requests may request to use this space under special circumstances only. These requests will be granted at the discretion of the Office of Public Affairs.
 - Proof of insurance is **required** for all external groups.
- Internal events – especially regularly scheduled events – will take priority in this space at all times.

Chesterton's: Lower-Level Meeting Room

Requests to use this space must be approved by the Chesterton's Manager.

- External event requests may request to use this space under special circumstances only. These requests will be granted at the discretion of the Office of Public Affairs.
 - Proof of insurance is **required** for all external groups.
- Internal event requests will be permitted when space is available.

Chesterton's: Fire Pit

Requests to use this space must be approved by the Chesterton's Manager. All groups using this space are required to do the following:

1. Check local burn bans prior to use
 2. Arrange for a fire extinguisher to be available at the Fire Pit
 3. Provide their own firewood
 4. Call Burleigh County to notify them of their event (dates/times when the Fire Pit will be used).
- External events not permitted in this space. Only under special circumstances will external events be granted permission to use this space.
 - Internal events – especially regularly scheduled events – will take priority in this space at all times.

Bismarck Butler Center Policy

All requests to use these spaces must be approved by the facility manager for the Bismarck Butler Center.

Bismarck Butler Center: Foyer

Requests to use this space to be granted on a first come, first served basis.

- External events permitted only when space is available.
 - Proof of insurance is **required** for all external groups.
- Internal events will take priority when available.

Bismarck Butler Center: Classrooms (BUTLR 102, 103, 104, 202, 203, & 204)

- External events permitted only when space is available. Classes may be moved to accommodate external events in this space only under special circumstances.
 - If classes are moved to accommodate an event, an additional \$25 fee per class will be added.
 - Proof of insurance is **required** for all external groups.
- Internal events – especially regularly scheduled classes – will take priority in these spaces at all times.

Bismarck Butler Center: Zoom Classroom (BUTLR 101)

- External events permitted only when space is available. Classes may be moved to accommodate external events in this space only under special circumstances.
 - If classes are moved to accommodate an event, an additional \$25 fee per class will be added.
 - Proof of insurance is **required** for all external groups.
- Internal events – especially regularly scheduled classes – will take priority in this space at all times.

Residence Hall Locations Policy

North Hall Courtyard (Located east of North Hall)

Requests to use this space to be granted on a first come, first served basis.

- External event requests may take priority at times. These arrangements will be made at the discretion of the Office of Public Affairs.
 - Proof of insurance is **required** for all external groups.
- Internal events will take priority when space is available.

Nygaard Courtyard and Terrace (Located west of Roers Hall)

Requests to use this space to be granted on a first come, first served basis.

- External event requests may take priority at times. These arrangements will be made at the discretion of the Office of Public Affairs.
 - Proof of insurance is **required** for all external groups.
- Internal events will take priority when space is available.

University of Mary Guest Suite Policy

University of Mary Guest Suites & Guest Apartment

The University of Mary is pleased to provide five (5) guest suites and one (1) guest apartment for visitors to the University of Mary's Bismarck Main Campus. The purpose of these rooms is to provide hospitality to guest speakers, position candidates, and special guests of the University of Mary in lieu of sending them to hotels in town. Requests to reserve these suites will be granted at the discretion of the Office of Public Affairs.

Long-Term Residency: Long-term Residency is any guest suite request for a duration of longer than two (2) consecutive weeks (14 nights) and will be granted only under special circumstances at the discretion of the Office of Public Affairs.

Room Damages & Additional Maintenance Needs: Any residence hall rooms left in an unacceptable condition or with damages needing repair will be charged a mandatory \$50 cleaning fee or the full cost of any required repairs.

Lost/Missing Keys: Any keys not returned at the completion of a stay in a Guest Suite or Guest Apartment will be charged \$25/key (for all keys associated with the room) + \$50/door core at the expense of the organization responsible for the reservation.

University of Mary Guest Suites (Eichstatt, Rosano, Compostela, Shaftesbury, & Connemara)

- External requests permitted access to these suites only when space is available.
- Internal requests permitted access to these suites only when space is available.
 - Internal account number is required at the time of booking.

University of Mary Guest Apartment (Cluny Apartment)

- External requests permitted access to this suite only when space is available.
- Internal requests permitted access to this suite only when space is available.
 - Internal account number is required at the time of booking.

University of Mary Parking Space & Parking Lot Reservation Policy

All parking space and parking lot requests will be assessed at the discretion of the Events Office and the Office of Campus Safety & Security.

External Events: Any external event requesting reserved parking space(s) and/or parking lots should be requested and reserved through the Events Office. Events staff will be responsible for submitting the proper requests and communicating these requests with the Office of Campus Safety & Security.

Internal Events: Any internal event, Office, Department, School, or Organization belonging

to the University of Mary requesting reserved parking space(s) and/or parking lots are required to submit their request to the Events Office (either via the 25Live scheduling system or via an email to events@umary.edu) no less than two (2) weeks prior to the event date. Events staff will be responsible for submitting the proper requests and communicating these requests with the Office of Campus Safety & Security.

- **Parking Space Requests:** Any event requesting five (5) or less parking spaces, will have “Reserved for University Guest” signs displayed in their spaces on the morning of their event.
 - The University of Mary Office, Department, School, or Organization responsible for the event will also be responsible for communicating with their guests to let them know that they will have reserved parking and to ensure that the spaces are used appropriately.

- **Parking Lot Requests:** Any event requesting more than six (6) parking spaces or entire parking rows/lots, will have security cones and/or caution tape set out in the requested location(s) on the morning of their event.
 - The University of Mary Office, Department, School, or Organization responsible for the event will also be responsible for assigning a “Parking Host” to the event. The Parking Host is responsible for releasing the spaces/lots at the appropriate time during the event and will monitor reserved parking spaces/lots to ensure that the spaces are used appropriately.

Approved

August 2017 by the President’s Council

01 February 2023 updated by the President’s Council