

University of Mary Events

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.

Hospitality

Receiving others as Christ with warmth and attentiveness.

Rule of Benedict 53

"Let all be received as Christ."

University of Mary Internal Event Request Policy

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

- The UMary 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 Organization should then be directed to 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 will be granted only under special circumstances.

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

University of Mary External Event Request Policy

External Events: 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 (UMary affiliated) individual, department, or group.
 - Hosted events require a UMary 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 (UMary affiliated) individual, department, or group.
 - Sponsored events require a UMary 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 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 of \$200/day.

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.
 - 50% non-refundable deposit is **required** upon booking of any External Athletic Events. Deposit will be subtracted from total facility cost on each event's final invoice.
 - Proof of insurance is **required** for all external groups.

Outdoor Propane Grill Requests

University Grill: The University of Mary has one (1) outdoor grill available to be requested for events. This grill can be requested as a resource through 25Live (Search: Maintenance-Grill). University of Mary maintenance staff will supply propane for this grill and make arrangements for delivery to any UMary Main Campus locations (this does not include the Bismarck Butler Center). If a group is requesting to use this grill off-site (for UMary 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.

Dining Services Grills: University of Mary Dining Services has two (2) larger propane grills available to be requested for events. These grills can be requested as resources through 25Live (Search: Catering-Grill) and will need to be approved by University of Mary Dining Services. These grills are available for use in the Benedictine Center Courtyard **only**. These are **not permitted** to be removed from this location or transported to other areas on or off campus without prior, written permission. The requestor is responsible for providing their own propane for these grills and for cleaning the grills at the conclusion of their event; failure to do so will result in revocation of grill privileges.

University of Mary External Event Equipment Fees

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

Maintenance Equipment:

- Display Easel
- Whiteboard Easel
- Outdoor Propane Grill
- Additional Microphone (in excess of 1 per location)
- 10' Black Pipe and Drape
- 220 Power Cart
- Projector Screen
- Portable Sound System
- Upright Piano
- 6' rectangular tables (in excess of 10 per event)
- Chairs (in excess of 50 per event)
- Staging (4' x 8' sections & stage steps)
- Maintenance Support (in excess of 1 hour per event)
- Delivery Fee to Fieldhouse (External Groups)
- Portable TV

IT Equipment:

- Laptop Computer
- Media Projector
- Lavalier Microphone
- Presentation Remote
- Video Conferencing System
- IT Support (in excess of 1 hour per event)
- Additional Downloaded Programs

Lumen Vitae University Center 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 a priority in this space whenever possible.
 - In addition to the facility cost, a 15% upcharge on all catering to be added to events hosted in this space.
 - \$500 non-refundable deposit is **required** upon booking this space. Deposit to be subtracted from total facility cost on each event's final invoice.
 - 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'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: 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: Hospitality Center Dining 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: Hospitality Center Conference Room (Sections A & B)

The LVUC Hospitality Center's Large Conference Room 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 these spaces at all times.
 - **Sections A & B**
 - \$100 non-refundable deposit **required** upon booking this space. Deposit to be subtracted from total facility cost on each event's final invoice.
 - 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.

- 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.

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 these spaces at all times.
 - \$150 non-refundable deposit **required** upon booking this space. Deposit to be subtracted from total facility cost on each event's final invoice.
 - 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.

Our Lady of the Annunciation Chapel: Foyer (OLA Foyer)

Requests to use this space will 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.
 - Under special circumstances, Weddings may be requested to take place in this location; please review the Wedding Policy for full details.
- Internal events – especially regularly scheduled events – will take priority when available.

Our Lady of the Annunciation Chapel (OLA Chapel)

- External events permitted only when space is available.
 - 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.

Our Lady of the Word Chapel (OLW Chapel)

- External events permitted only when space is available.
 - 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.

BENCT: Breuer Meeting Room (BENCT 1400)

Requests to use this space must be approved by the President's Office.

- External events not permitted in this space.
- Internal events requested by the President's Office will take priority in this space at all times; very few internal requests will be granted access to this space.

BENCT: Marketing Conference Room

- External events not permitted in this space.
- Internal events will take priority in this space at all times; very few internal requests will be granted access to this space.

BENCT: Larson and Burgum Computer Labs (BENCT 602 & 603)

- 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.

LFSEBS: Conference Room (BONHL Conference 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.

LFSEBS: Classrooms (BOHNL 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: Nursing Classroom 110 (C 110/112)

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

Casey Center: Nursing Classroom 126 (C 126)

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

Casey Center: Classroom 127 (C 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: O’Keefe Hall (C 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.

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) & Steel Drum Band Room (109)

- 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.

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 104, 105, 107, 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: Classroom 106 (TSB 106)

- 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: Janet Lanterman Conference Room (TSB 216)

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 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: Matt and JoAnn Butler Hall (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 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.

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.

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 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 001, 101, 104A/B, 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 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: Computer Lab (HMC 118)

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.

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: IVN 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.

RTC: Athletic Training Classrooms (RTC 110, 211, & 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 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 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: 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 (W 141, 144, 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: Catholic Studies Room (W 140), **BEK Communication Lab** (W 142/143),
& **Foreign Language Lab** (W 204)

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

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, the facility is meant to be used for special university and community events.

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

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. As a reminder, if a request is not approved in 25Live, the event does not exist.
- 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 Wellness Center: Guest Pass Policy

Guests visiting campus for a University of Mary Camp or Conference, as well as students visiting campus short-term (less than 3 months), are eligible to purchase a Wellness Center Guest Pass for a fee. Wellness Center Guest Passes will grant guests access to the Fitness Center, Racquetball Court, Rock-Climbing Wall, and Fieldhouse Track/Courts (when available).

A liability waiver must be signed and on file prior to use of any of these spaces. Wellness Center Guest Passes are available for \$10/week (7 days) at the Student Recreation and Wellness Office or through the Office of Public Affairs (Events).

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: Upper Foyer/Lounge

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: 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.
 - 50% non-refundable deposit is **required** upon booking this space. Deposit to be subtracted from total facility cost on each event's final invoice.
 - 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 UMary Athletic requests to use these spaces are required to be approved via the 25Live Scheduling System. As a reminder, if a request is not approved in 25Live, the event does not exist.
 - All UMary 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 UMary 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.

MAC: Basketball & Volleyball Court

- 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.
 - 50% non-refundable deposit is **required** upon booking this space. Deposit to be subtracted from total facility cost on each event's final invoice.
 - 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 UMary Athletic requests to use this space are required to be approved via the 25Live Scheduling System. As a reminder, if a request is not approved in 25Live, the event does not exist.
 - All UMary 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 UMary 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.

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.
 - \$150 non-refundable deposit **will be required** upon booking this space. Deposit to be subtracted from total facility cost on each event's final invoice.
 - 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.

Hegeholz Football 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 UMary Athletic requests to use this location are required to be approved via the 25Live Scheduling System. As a reminder, if a request is not approved in 25Live, the event does not exist.

Outdoor Track, Tennis Courts, Sand Volleyball Court, & Baseball, Soccer, Football, 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 UMary Athletic requests to use these locations are required to be approved via the 25Live Scheduling System. As a reminder, if a request is not approved in 25Live, the event does not exist.

All requests to use the **Sand Volleyball Courts** as a Fire Pit 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).

University Hall Outdoor Locations

University Hall Courtyard (Located east of University Hall/west of HMC)

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 Hall North Lawn (Located west of University 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.

Sr. Thomas Welder Patio (Located west of University 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.

Chesterton's: Main Level Gathering Space

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

- 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.

Chesterton's: Lower Level Conference 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.

All requests to use these spaces must be approved by the Director of the Physical Therapy Building.

Physical Therapy Building: Conference Room (PTR Conference 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.

Physical Therapy Building: Classrooms (PTR 1, 2, 3, & 4)

- External events to be 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/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.

All requests to use these spaces must be approved by the Director of 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 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: IVN 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.

All requests to use these spaces must be approved by the Director of the Fargo Butler Center.

Fargo Butler Center: Classrooms (FBUTL 101, 103, 104, 105, 106, 107, 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.

Fargo Butler Center: IVN Classroom (FBUTL 304)

- 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.

Fargo Butler Center: 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.
 - Facility costs:
 - \$75/half day (up to 4 hours)
 - \$120/ full day (exceeding 4 hours)
 - Hourly rate not available
 - Proof of insurance is **required** for all external groups.
- Internal event requests will be permitted when space is available.

All requests to use these spaces must be approved by the Director of the Grand Forks Campus.

Grand Forks Campus: Classrooms (GF ND 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.
 - 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.

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.

Greg Butler Hall Lounge & Hillside Hall Lounge

Requests to use this space to be granted on a first-come, first served basis. Only summer camps and conferences with residents residing in these halls will be permitted to use these spaces during the months of June and July.

- 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 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 in 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 the residence hall will be charged \$25/key at the expense of the organization responsible for the reservation.

Guest Suites

- External requests permitted access to these suites only when space is available.
 - Facility costs:
 - Per night
 - Long-term Residency not applicable
 - Proof of insurance is **required** for all external groups.
- Internal requests permitted access to these suites only when space is available.
 - Facility costs:
 - Per night
 - Long-term Residency - per week
 - Internal account number is required at the time of booking.

Guest Apartment (Bishop's Suite/Apartment)

- External requests permitted access to these suites only when space is available.
 - Facility costs:
 - Per night
 - Long-term Residency not available
 - Proof of insurance is **required** for all external groups.
- Internal requests permitted access to these suites only when space is available.
 - Facility costs:
 - Per night
 - Long-term Residency not available
 - Internal account number is required at the time of booking.

University of Mary Residence Hall Lodging Policy

The University of Mary is able to provide guest lodging in vacant Residence Hall Rooms during the months of January, February, March, April, May, August, September, October, November, & December under special circumstances only. During the months of June and July, vacant Residence Halls may be used for Summer Camp and Conference lodging. All requests to use a Residence Hall Room are required to pay facility fees. If a discount is requested, no more than 50% can be waived.

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 the residence hall will be charged \$25/key at the expense of the organization responsible for the reservation.

Summer Athletic Camp Lodging: University of Mary Athletic Camps are permitted to house campers in North Hall during the months of June and July at a discounted rate of \$25/person/night (linens not included).

Boniface, Boniface West, St. Joseph's, & North Hall (Community-style Residence Halls)

- Single Occupancy - \$/person/night (with linens)
- Double Occupancy - \$/person/night (with linens)

Greg Butler Hall, Hillside Hall, and Roers Hall (Suite-style Residence Halls with A/C)

- Single Occupancy - \$/person/night (with linens)
- Double Occupancy - \$/person/night (with linens)
- Triple Occupancy - \$/person/night (with linens)
- Quadruple Occupancy - \$/person/night (with linens)

Deichert Hall & Boyle Hall (Three-bedroom Apartments)

- Single Occupancy - \$/person/night (with linens)
- Double Occupancy - \$/person/night (with linens)
- Triple Occupancy - \$/person/night (with linens)
- Quadruple Occupancy - \$/person/night (with linens)
- Quintuple Occupancy - \$/person/night (with linens)
- Sextuple Occupancy - \$/person/night (with linens)

Subiaco & Monte Casino (Two-bedroom Apartments with A/C)

- Single Occupancy - \$/person/night (with linens)
- Double Occupancy - \$/person/night (with linens)
- Triple Occupancy - \$/person/night (with linens)
- Quadruple Occupancy - \$/person/night (with linens)

University of Mary Alcohol Policy

Hospitality at the University of Mary contributes to a climate of friendship, companionship, and community. As such, there are special occasions when the service of alcohol will be permitted. The University of Mary does not have a license to sell liquor, however, it does have the capacity to host events where alcohol is served and it will, upon occasion, grant permission for an outside group to serve alcohol at a special function. In cases of special events, alcoholic beverages are considered to be a complimentary amenity for a social or business occasion and never the purpose or focus of the function. The consumption of alcoholic beverages is limited to beer and wine. A specific location must be designated as the area in which the alcohol will be consumed, and alcohol will not be allowed to leave this area.

With approval and prescribed control, alcoholic beverages can be served with substantial food such as a meal or heavy hors d'oeuvres. Nonalcoholic beverages must also be offered and be displayed as prominently as the alcoholic beverages. Only University of Mary Dining Services designated staff is authorized to serve alcohol. University of Mary Dining Services shall maintain the proper licenses which give the authority to serve alcoholic beverages and shall adhere to all North Dakota Laws applicable to the service and consumption of alcoholic beverages. It is understood that University of Mary Dining Services designated staff will follow the protocols of the TIPS training.

Storing Alcohol: University of Mary Dining Services will be responsible for properly storing unopened alcohol in a safe, locked location for up to 48 hours following the event. The Event Sponsor should arrange to have unopened alcohol returned to the vendor within these 48 hours. Opened, unused alcohol must be disposed of appropriately and should be done so immediately following the event. Unused alcohol may not be taken back to an on-campus or off-campus resident area. Unused alcohol may not be consumed on the premises during or after clean-up of the event.

Serving Alcohol: Alcohol should always be portioned appropriately. Arrangements should be made through University of Mary Dining Services to have trained staff that will dispense alcohol at the event. The event sponsor is responsible for the purchase of and delivery of alcohol to a designated site. University of Mary Dining Services will set up the bar area and remove unused alcohol at the end of the event.

If a full meal is being served, an event sponsor can request wine to be placed on the dining tables. In this case, the event sponsor is responsible for determining the portion per table and University of Mary Dining Services staff will remove any remaining alcohol and determine continued service. For all externally hosted events, an Alcohol Request form needs to be filled out, approved and on file with the Events Office prior to the event. Alcohol may not be sold, served, or consumed at events sponsored by student organizations. If alcohol is served at university sponsored events where students are present, the normal controls regarding service will apply.

Requests to Serve Alcohol at an Internal Event: The Event Sponsor should complete the Alcohol Request form and submit it to the Events Office at least one month prior to the event. This request will be processed with approvals granted on a case-by-case basis. A member of the Event Services staff will contact the Event Sponsor to confirm the request for alcohol approval.

When a request for alcohol is approved, all orders for alcohol should be coordinated with Event Services staff. To facilitate proper billing, the sponsoring department should complete a purchase order form and indicate the appropriate account number to be charged. The Event Sponsor assumes responsibility for the event and is required to be present during the entire period in which the alcohol is consumed or made available.

Requests to Serve Alcohol at an External Event: External Groups will work with Event Services staff to complete and submit the Alcohol Request form at least one month prior to the event. This request will be processed with approvals granted on a case-by-case basis. A member of Conference and events Services staff will contact the Event Sponsor to confirm the request for alcohol approval.

When a request for alcohol is approved, the Event Sponsor must purchase the alcohol directly from Captain Jacks, 808 S. 2nd St., Bismarck, ND, the University of Mary's approved vendor. The sponsoring organization will be invoiced directly by Captain Jack's for the purchase of alcohol, as well as return of any unopened inventory. Arrangements for the pick-up and delivery of alcohol will be coordinated with Conference and Events Services staff. The Event Sponsor assumes responsibility for the event and should be present during the entire period in which the alcohol is consumed or made available.

Additional Inclusions to the Alcohol Policy:

- The University of Mary prohibits the possession of alcohol in all residence hall facilities, with the exception of the Cloisters.
- For all events serving alcohol, the University of Mary Office of Safety and Security must be notified of the event by Events Office. University of Mary Safety and Security will determine if additional personnel is necessary for the event.
- University of Mary cannot legally accept and distribute donated alcohol unless it is donated from or through a wholesaler/distributor or winery.
- Beer and/or wine may be purchased and served by faculty or staff at small events which are not attended by the public or students (see internal request policy above).
- Exceptions to this policy may be approved by the Office of Public Affairs or the Office of the President.

University of Mary Parking Space & Parking Lot Reservation Policy

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 UMary 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 UMary 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.