



**SOUTH DAKOTA
STATE UNIVERSITY**

Alumni Association

SDSU ALUMNI CENTER

POLICIES AND PROCEDURES

A. PURPOSE

The Alumni Center was constructed through private gifts by supporters of SDSU. The facility is designed for events and activities that provide a tangible benefit to SDSU, our alumni, supporters, faculty and students.

Woster Celebration Hall, located within the Alumni Center, provides a unique venue to enhance the hospitality of South Dakota State University. The Alumni Center will serve as a gathering space to welcome alumni, donors, students, staff, friends, and community members.

It is our responsibility to ensure that hosting events within this facility does not interfere with our ability to fulfill our missions. To assist in the management of event resources, a reservation request committee will review all requests. Each space request will be evaluated on availability, other adjacent events, and needs of our organizations. The Alumni Center reserves the right to decline events that may interfere with, or detract from, the daily operations of the Alumni Association, the Foundation, or SDSU.

B. POLICIES AND PROCEDURES

We want all of our customers and guests to enjoy their experience at the Alumni Center. We also want to protect this facility, and ensure its sustainability for future generations. For those reasons, we have compiled the following guidelines, policies and procedures. We thank you in advance for your cooperation and compliance.

C. ALUMNI CENTER INCLUDES

This document predominantly addresses our policies and processes for events to be hosted in the following event spaces:

- Woster Celebration Hall
- Griffith Alumni Atrium
- Jensen-Smith Board Room
- Trustees Conference Room

D. TYPES OF EVENTS

The Alumni Center is available for SDSU related events. These are defined as events sponsored by an SDSU department, SDSU faculty or staff organization, registered SDSU student organization, or an organization that directly benefits SDSU programming or priorities.

Events that directly support university programming and objectives will be given priority in schedule availability to allow us to fulfill our mission of support. Private, social events will typically not be permitted to use the space. The Alumni Center reserves the right to decline events for any reason.

E. HOURS OF OPERATION

The Alumni Center's normal hours of operation are 8am-5pm, Monday-Friday, and will be closed outside of these hours unless an event is scheduled. The Alumni Center will be closed for all state and federal holidays.

Events scheduled in the Alumni Center can be held within the hours of 7am-10pm, Monday-Saturday. The Alumni Center is not available to rent on Sundays.

The Jensen-Smith Board Room and Trustees Conference Room are available to rent Monday-Friday from 8am-5pm during our standard hours of operation.

Guided tours of the Alumni Center are available upon request. Tour reservations should be made at least three days in advance by calling the Alumni Association at (605) 697-5198.

F. RESERVATIONS

Reservations may be booked up to one year in advance. Contact an Alumni Center representative to submit an event request at (605) 697-5198 or reservations@statealum.com.

A reservation request committee will review all incoming requests. Each space request will be evaluated on availability, other adjacent events, and needs of our organizations. The Alumni Center reserves the right to decline events for any reason.

A minimum of 30 days-notice is required for all reservations in Woster Celebration Hall and Griffith Alumni Atrium. A minimum of 5 business days-notice is required for all reservations in the Jensen-Smith Board Room or Trustees Conference Room.

Reservations are considered finalized when an event date is selected and a contract is signed by both parties, following an initial consultation with an Alumni Center representative. For events where the date is yet to be determined, a hold may be placed on no more than three (3) dates. The final date must be selected prior to the required 30 days-notice period. Should another customer have a request for a date that is on hold, the Alumni Center reserves the right to contact the customer with the hold and provide them 48 hours for a right of first refusal to keep or decline use of the space.

G. PAYMENT AND CANCELLATIONS

An Alumni Center representative can provide our pricing structure upon request.

Payment for full reservation fee is required one day prior to the event. Checks should be made payable to the SDSU Alumni Association.

We understand that circumstances may warrant the cancellation of an event. Regardless of purpose, cancellations must be submitted in writing to an Alumni Center representative. Events cancelled less than 30 days prior to the event will be subject to a cancellation charge of 50% of the reservation fee. Events cancelled less than 3 days prior to the event will be subject to a cancellation charge of 100% of the reservation fee. Failure to use the space on the date reserved by the signed contract without proper notification of cancellation will result in a 100% cancellation charge.

In the event of severe weather, we will make every attempt to remain open. However, we will follow university closures if applicable. The Alumni Center reserves the right to cancel any reservation if necessary to conduct Alumni Association or Foundation business no later than 30 days in advance of the event date. In the event of either such cancellations, the Alumni Center will assume responsibility for the reservation fees and when possible, will help procure another campus facility.

H. ROOM SETUP

The coordination of all room setup, furniture arrangements, decorating materials, vendor deliveries, and A/V requirements must be completed at least ten days in advance of the event with an Alumni Center representative. Failure to do so will not allow your reservation date to be finalized.

The Alumni Center representative will review our standard room setup arrangements with you, and the appropriate chairs, tables, and service tables available to meet your event needs. Unique setups or the request of additional supplies may incur additional charges, and will be described by the Alumni Center representative.

All spaces can be rented in one-hour increments. The rental periods will need to include the time required by the client to access the space to use this time for decorating, A/V testing, and other client-specific setup. Additional setup or clean-up time required beyond the original reservation time period will incur additional charges.

I. EVENT SERVICES

All standard reservations include that a minimum of one Alumni Center representative will be available onsite for the setup, duration, and clean-up event periods. If additional staffing is requested, accommodations may be made for an additional charge.

In addition, it will be requested that the customer designate one contact person who will be present at the event from beginning to end and will be responsible for event logistic needs and guest behavior.

J. DECORATING

When decorating, please be considerate of the preservation of the beauty of the space. Do not use materials that cause permanent marks or require extensive cleaning. The list of prohibited items includes, but is not limited to, open flamed candles, confetti, silly string, glitter, tape, nails, staples, adhesives, bubbles, baby oil, helium balloons, sparklers, smoke or fog machines or non-service animals. All items must be removed the same day as, and immediately following, the conclusion of the event. The Alumni Center representatives reserve the right to charge an appropriate cleaning fee if the condition of the facilities after your event deems it necessary.

K. AUDIO / VISUAL EQUIPMENT

A full description of the complimentary and for-charge A/V equipment available for your space rental is available upon request. In addition, one Alumni Center representative will be available to assist with any basic A/V needs. If additional A/V equipment is needed, and an outside vendor is required, arrangements need to involve an Alumni Center representative.

L. FOOD AND BEVERAGE

Sodexo / SDSU Catering is the contracted, exclusive food and beverage provider for South Dakota State University. Sodexo / SDSU Catering therefore will provide food and beverage for events hosted in the Alumni Center, including beer and wine service if approved. Beer and wine service is subject to compliance with state and local alcoholic beverage laws, ordinances, and regulations and must be approved on a per-event basis. Events involving alcohol may be subject to a \$200 surcharge.

Beer and wine may not be permitted at the Alumni Center at events hosted during regular business hours 8am-5pm, Monday-Friday. Beer and wine service must finish one hour prior to the event end time.

Sodexo / SDSU Catering can be contacted at 605-697-7241 or SDSUCatering.USA@sodexo.com. Their menu can be viewed at <https://sdstate.edu/mccrory-gardens/catering>.

M. PARKING

Please be advised that very limited parking is available at the Alumni Center during standard business hours. To ensure the best experience for your guests, we ask that you consider this when making your venue selection and arrangements.

N. SMOKING AND TOBACCO-FREE

In accordance to South Dakota State University's Smoking and Tobacco-Free Campus and Workplace Policy, smoking and the use of tobacco product and vapor product are prohibited on any University property, as well as the Alumni Center.

O. SECURITY

It is required that our event clients and guests be respectful of the private office spaces within the building and obey when access to these areas is restricted. Certain events, particularly those including alcohol service, may require security services at the discretion of the Alumni Center. The fee for these services will be discussed with the client, and will be added to the total reservation fee.

P. INSURANCE

Renters using Woster Celebration Hall or Griffith Alumni Atrium agree to carry, maintain, and provide evidence of liability and other insurance in amounts sufficient to provide coverage against any claims arising out of or resulting from the respective obligations pursuant to this agreement, not less than \$1,000,000 per occurrence. The renter's insurance policy shall name South Dakota State University Alumni Association and South Dakota State University Foundation as additional insured.

Q. RELEASE AND HOLD HARMLESS STATEMENT

In consideration of the permission and privilege allowed hereunder, the undersigned hereby specifically agrees that they will indemnify, save, and hold harmless the South Dakota State University Alumni Association (the Alumni Association) and the South Dakota State University Foundation (the Foundation), its officers, agents, employees, and all persons, whether participants in the use of said facilities or bystanders, from any and all losses, claims, suits, actions, or proceedings of every kind and character which may be presented or initiated to recover money, property, or damages for any injuries to persons, or injurious results, or any damages to property suffered during and arising directly or indirectly from the use by the undersigned, and any agents, representatives, and all parties participating in the event or attending or assisting in the event, of the Alumni Association or Foundation owned facilities.

Renter shall abide by all Federal, State, and local ordinances at all times during the rental period. Unless specifically agreed in writing, the Alumni Association, the Foundation, or its entities is not a host or sponsor of any event or activity occurring during the rental period. The renter agrees to abide by the terms of no tobacco, no illicit drugs, and no firearms.

The undersigned represents that they take complete and full responsibility for all persons attending and assisting in any way with the event.

The undersigned represents that failure to comply with any of the above requirements, or the disrespect of the granted use of the facility may lead to the denial of future reservation requests. The undersigned hereby further agrees to be responsible for the cost of repair or replacement of any facility equipment, furniture, building or other facility resources lost, destroyed, or damaged, either intentionally or unintentionally, in the course of said authorized use. In addition, the Alumni Association and the Foundation are not responsible for any lost or damaged guest property. Renter shall promptly pay the costs of collections including attorney's fees and expenses incurred as a result of renter's failure to comply with the terms of this agreement.

The undersigned agrees to adhere to the actions outlined in this policies and procedures document.

Renter Signature

Date

SDSU Alumni Center or Foundation Representative

Date

**For further information, please contact us at the information listed below.
Prior to reserving your meeting space, you must sign, date, and return one copy
of this signature page to:**

Kayla Schinkel, Facility & Student Engagement Manager
SDSU Alumni Association
815 Medary Avenue
Brookings, SD 57006
(605) 697-5198
reservations@statealum.com

