Application for Room Rental

Capital University Center
925 E Sioux
Pierre SD 57501
Phone:773-2160
Fax to (605)773-3020 or email to sdsu.cuc@sdstate.edu

Organization Name_____

Contact person/title_____

Email_____

Address_____City/State/Zip_____

Phone number_____ Fax number_____

Description of event:

Date of event_____ Time of event *from* _____ *to*_____

Regular classroom *seats 25-30*

_____half day 8 am-noon ($125)

_____half day 1-5 pm ($125)

_____full day ($175)

Board room *seats 18*

_____half day 8 am-noon ($100)

_____half day 1-5 pm ($100)

_____full day ($150)

(Regular classrooms include Delta Dental, St. Mary's Foundation, and American State Bank—see map)

Seminar room *seats 8*

_____half day 8 am-noon ($75)

_____half day 1-5 pm ($75)

_____full day ($100)

Auditorium *seats 65-70*

_____half day 8 am-noon ($175)

_____half day 1-5 pm ($175)

_____full day ($225)

Computer Lab *seats 25* (includes 20 laptops and 5 desktops)

_____half day 8 am-noon ($150) _____half day 1-5 pm ($150) _____full day ($225)

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All rooms include:
Handicap access, wireless internet, projection equipment, VCR/DVD player, Smart Board technology, screen, stereo/surround sound, and catered food allowed (excluding computer lab if computers are in use).

Contract

The undersigned agrees to abide by the covenants decided upon by St. Mary's Healthcare Center and Capital University Center (CUC) for the use of these facilities. The use of CUC rooms will be approved or disapproved based on the description provided earlier. *(Covenants available for review upon request.)*

Room rentals are subject to availability and given on a first-paid basis. We are able to bill state agencies, but this application must be turned in to reserve the space. CUC reserves the right to refuse service and asks that the following general rules be followed:

1. General clean-up is expected. Please leave the room as you found it.
2. No smoking is allowed upon the campus of CUC, or on hospital property.
3. No pets (excepting service animals) are allowed.
4. Use of any CUC room is prohibited without approval of the application form.
5. All events must have an adult in charge.
6. Events must not be loud enough to disrupt classes or employees at CUC.
7. Please do not hang or fasten things on the walls or equipment.
8. Firearms and weapons are not allowed.
9. Using objects that create smoke or odor, such as candles or incense, are not allowed.
10. Alcohol use prohibited.

By signing this contract the person/group holding the event assumes responsibility for any damages, injuries, or loss during the time of the event and agrees to hold harmless and indemnify CUC from any acts or omissions of said renter or its invitees causing such damages, injuries or losses.

Signed _____ Date _____

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For office use Date: _____

_____Paid _____Approved _____Scheduled