

Avera Student Center and Residence Hall Facilities Use and Reservation Policy

Office/Contact: Dean of Students

Sources/Links:

SDBOR 3:15 Scholarships, Grants, and Loans (8. Residence Hall Scholarships)

<https://www.sdbor.edu/policy/documents/3-15.pdf>

SDBOR 5:25 Auxiliary Revenue System

<https://www.sdbor.edu/policy/documents/5-25.pdf>

SDBOR 6:13 Facilities Use by Private Parties

<https://www.sdbor.edu/policy/documents/6-13.pdf>

SDBOR 6:14 Sale of Alcoholic Beverages at Institutions

<https://www.sdbor.edu/policy/documents/6-14.pdf>

NORTHERN STATE UNIVERSITY

Policies and Guidelines

SUBJECT: Avera Student Center and Residence Hall Facilities Use and Reservation

NUMBER: 3:1

1. Purpose

- a. To provide policy, guidelines, and procedures for the reservation and use of public space and rooms within the Avera Student Center and Residence Halls of Northern State University (Northern) consistent with South Dakota Board of Regents (SDBOR) policy 6:13, and to facilitate content neutral and orderly use of the facilities.
- b. This policy is consistent with Northern's mission of discovery, inquiry, and engagement for the benefit of our students, faculty, staff, city, state, and region and promotes a learning environment that exposes students, faculty, and staff to a variety of ideological, political, and social perspectives, events, and services. The views, thoughts, and opinions expressed during the use of university facilities belong solely to the sponsor, and not necessarily Northern.

2. Definitions

- a. **Avera Student Center.** The heart of Northern's student life: a place to eat, shop, study, socialize and meet. Consisting of more than 110,000 square feet, the facility provides space for campus and community events ranging from six to 600 participants, as well as offices for student organizations and university departments, a variety of food service options, and much more.
- b. **For-profit entity.** Legally recognized under the State of South Dakota as a for-profit business engaged in commercial purposes as defined by SDBOR Policy 6:13.
- c. **Fronting.** University divisions, departments, offices, programs, and student organizations are welcome and encouraged to host events under the name of their group that they directly plan, fund, supervise, and attend. However, University divisions, departments, offices, programs, and student organization "hosts" are prohibited from serving as "fronts" for off-campus organizations. This means student groups and individuals may not sponsor, schedule, or plan events for the

purpose of giving off-campus organizations un-affiliated with Northern access to space, marketing resources, the university name or likeness, or other university resources without the appropriate fees. Employees of Northern may not encourage fronting and should report potential fronting to the Dean of Students as soon as practical.

- d. **Non-profit entity.** Legally recognized under the State of South Dakota as non-profit and engaged in non-commercial interests. City, State and Federal agencies would also be included, for the purposes of this policy, as non-profit.
- e. **Private Party:** Any individual or group other than the institution, its affiliated entities, or their officers, agents, faculty, or staff when acting on their behalf.
- f. **Residence Halls.** Under the management of Residence Life and Dining Services, Northern has 7 residence halls consisting of 850 beds (traditional and suite style), lobbies, study rooms, lounges, and kitchens. During the academic year, these spaces are at the exclusive use of residents and university departments engaged in activities related to their core mission.
- g. **Student Organizations.** Groups of Northern students officially recognized by the Office of Student Involvement and Leadership.
- h. **Summer Camps and Conferences.** Bringing the state and region to Aberdeen each summer to grow, learn, and recreate. Camp and Conference Services offer a taste of Northern, generate revenue, and ensure auxiliary facilities are utilized year-round. Keeping costs low, Camp Services provides an affordable option with basic residence hall rooms and no frills. Conference Services includes residence hall rooms with linens, guest service hours, and floating check-in/check-out times. Hospitality packages may also include conference room rentals in the Avera Student Center and catering or meal services through Aramark.
- i. **University divisions, departments, offices, programs.** Those entities recognized as incorporated formally into Northern State University; includes the NSU Foundation.

3. Policy

- a. All food and beverages served and/or consumed utilizing university funds, NSU Foundation funds, and/or during use by external entities, must provide NSU Dining Services the first right of refusal. The Off-campus food request form may be obtained from Student Affairs or Catering at (605) 626-2650 or <https://northern.campusdish.com/Catering>.
- b. Facilities Use Agreements or Housing Contracts must be executed for all reservations/contracts by students, private parties, non-profit entities, and for-profit entities. Non-profit entities, for-profit entities, private parties, or student housing contract fees, as outlined in the appropriate schedule of fees, must be collected for all users of the Avera Student Center and Residence Halls except as allowed by SDBOR Policy 3:15.
- c. Student Organizations, University divisions, departments, offices, and programs must have a space reservation in 25Live Pro. Space within the Avera Student Center and public space within the Residence Halls will only be utilized consistent with the published mission of the student organizations, university divisions, departments, offices, and programs to be utilized without charge. Use of residence hall rooms by students, student organizations, university divisions, departments, offices, and programs, for-profit entities, and non-profit entities must pay the appropriate published fees.
- d. Facilities Use Agreements and 25Live Pro reservations must be executed for all reservations by for-profit entities, non-profit entities, and private parties. The for-profit fees, as outlined in the appropriate schedule of fees, must be collected for all uses and all spaces within the Avera Student Center and Residence Halls.
- e. Fees for public space use by non-profit entities may only be waived upon approval of the University President for the purposes of co-sponsorship and/or recruitment events. Co-

sponsorships and recruitment event proposals must be submitted in writing by a cabinet level officer to the University President outlining 1) the mission critical purpose of the co-sponsorship, 2) the appropriateness and consistency of the brand alignment with Northern, and 3) how Northern will benefit from paid, published, or on-line marketing/advertising. Recruitment event proposals must also include 1) a description of the intended audience with recruitment potential consistent with the Strategic Enrollment Plan, and 2) an MOU outlining Northern's opportunity to interact with and take receipt of contact information for the proposed recruitment audience with permission to utilize contact information for recruitment purposes. The non-profit entities inability to pay the appropriate schedule of fees may not be considered.

- f. The use and sale of alcoholic beverages is prohibited within the Avera Student Center and Residence Halls except for as provided by SDBOR 6:14 Sale of Alcoholic Beverages at Institutions.
- g. All entities regardless of classification will be charged published facility use fees for utilization after published operating hours.
- h. All facility use revenue from fees collected from residence hall and Avera Student Center facility usage shall be retained by their respective auxiliary fund.

4. Responsible Administrator

The Dean of Students is responsible for annual review of this policy and its procedures.

5. Source History:

Approved by the Dean of Students, 1/31/2022.

Approved by Executive Leadership Team, 2/14/2022.