Haskell

Space Utilization Request Form

THIS FORM *MUST* BE SUBMITTED AT LEAST *TWO WEEKS* PRIOR TO START DATE OF EVENT TO ALLOW FOR APPROPRIATE APPROVAL AND SCHEDULING

Organization Information

Please complete the fields below to provide information about the requesting organization/office/student group.

1. Requesting Organization
2. Contact Name(s)
3. Contact Email(s)
4. Contact Telephone Number(s)
5. Requestor's Role in Organization
6. Is this organization affiliated with Haskell Indian Nations University?
   PLEASE NOTE: Entities not affiliated with Haskell Indian Nations University are subject to rental fees and will make payment to the Bursar's Office.
7. Organization Staff/Faculty Sponsor
8. Organization Staff/Faculty Sponsor's Email

Event Details

Please complete the fields below to provide information about the event for which you are requesting space.

1. Name of Event
2. Start Date of Event
3. End Date of Event
4. Start Time of Event
   Include add set-up and clean-up times, fees will be added for not respecting the usage of the space.

5. End Time of Event
   Include set-up and clean-up times, fees will be added for not respecting the usage of the space.

Space Details

Please answer the following questions to help us ensure that you have everything you need.

1. Building Desired
2. Space Desired
   PLEASE NOTE To request more than one space for your event, please submit a request for each additional space.
3. Expected Number of Attendees
4. Will food/beverages be served in the space requested during this event?

Additional Needs

Please answer the following questions to help us ensure that you have everything you need.

1. Are you requesting catering services from Curtis Hall?
   PLEASE NOTE Catering options through Curtis Hall are limited and associated costs will be determined by that office.
   *If so, please see **Curtis Hall Catering** in the "Points of Contact" section of this document.*

2. Will this event require additional needs from Haskell Facilities Maintenance? (i.e. additional cleaning, waste receptacles, etc.)
   *If so, please see **Facilities Maintenance** in the "Points of Contact" section of this document.*
   PLEASE NOTE: THESE REQUESTS MUST BE MADE VIA EMAIL TO SHOPORDER@HASKELL.EDU AT LEAST ONE WEEK PRIOR TO THE START DATE OF THE EVENT.

3. Will this event require the moving of picnic tables, bleachers, etc.?
   *If so, please see **Facilities Maintenance** in the "Points of Contact" section of this document.*
   PLEASE NOTE: THESE REQUESTS MUST BE MADE VIA EMAIL TO SHOPORDER@HASKELL.EDU AT LEAST ONE WEEK PRIOR TO THE START DATE OF THE EVENT.

4. Will you need access to an indoor space? This includes the use of building keys and electronic locks set to times after 5:00 pm.
   *If so, please complete the attached **Key Request Form** and forward to **stephanie.fernando@bie.edu***
   PLEASE NOTE: THESE REQUESTS MUST BE MADE VIA EMAIL TO SHOPORDER@HASKELL.EDU AT LEAST ONE WEEK PRIOR TO THE START DATE OF THE EVENT.

Haskell Indian Nations University

Key Request Form

Date: _____ ☐ New ☐ Temporary ☐ replacement

_____
Dates Through

Name: _____ Phone Number or Ext: _____
(Print)

Guest: _____ Phone Number or Ext: _____
(Print)

Building Name: _____ Room Number: _____

Reason Key(s) needed:

_____

Signature of Requestor: _____ Date: _____

Signature of Immediate Supervisor: _____ Date: _____

Signature of Department Manager: _____ Date: _____

Office Use Only

File Number: _____ Date Filed: _____ Initials: _____

Points of Contact (University Services)

Please see the attached list below for individuals needed to assist with additional needs.

Building Access
Stephanie Fernando
stephanie.fernando@bie.edu
(785) 749-8467

Bursar's Office (Payments)
bursar@haskell.edu
(785) 832-6667
(785) 749-8450

Curtis Hall Catering
Erica Stanton
erica.stanton@bie.edu
(785) 830-2711

Haskell Facilities Maintenance
shoporder@haskell.edu

Haskell IT Department
Nathan Harjo
nathan.harjo@bie.edu
(785) 749-8482

Campus Security
(785) 830-2763

Points of Contact (Buildings)

Please see the attached list below for individuals needed to assist with the building you are requesting to use.

Auditorium
Stephanie Fernando
stephanie.fernando@bie.edu
(785) 749-8467

Coffin Complex
Zachary Wilkerson
zachary.wilkerson@bie.edu
(785) 749-8481

Curtis Hall
Erica Stanton
erica.stanton@bie.edu
(785) 749-8450

Gazebo
Stephanie Fernando
stephanie.fernando@bie.edu
(785) 749-8467

Navarre Hall
Amy Deer
amy.deer@bie.edu
(785) 749-8497

Softball Fields
Zachary Wilkerson
zachary.wilkerson@bie.edu
(785) 749-8481

Stadium
Zachary Wilkerson
zachary.wilkerson@bie.edu
(785) 749-8481

Stidham Union
Stephanie Fernando
stephanie.fernando@bie.edu
(785) 749-8467

Tecumseh Hall
Stephanie Fernando
stephanie.fernando@bie.edu
(785) 749-8467

Fee Structure

Please see the attached list below for fees associated with each space.

Coffin Complex	
Gymnasium	$30 per hour.
Pool	$7 per swimmer.
Courts	$30/hour/court.
Stidham Union	
Main Area	$40/hour.
Curtis Hall	
Main Dining Area	$30 per hour.
Rose Room	$25 per hour.
Jim Thorpe Fitness Center	
Exercise Facilities	$25 per hour.
Navarre Hall	
Meeting Rooms	$50 per day.
Tecumseh Hall	
Gymnasium	$30 per hour.
Softball Fields	
Official Games	$30 per hour.
Practice (3-hour limit)	$25 per hour.
Haskell Stadium	
Official Events	$750
Clean-up	$300
Haskell Auditorium	
Auditorium	$30 per hour.
Major Events	Rental, clean-up, and deposit fees will be negotiated.
Special Event Staff/Monitor	$15 per hour.

Rules and Statement of Responsibilities

1. Payment or arrangement for payment must be made before scheduled use. Money orders or checks drawn on organization accounts are acceptable. No personal checks will be accepted. Make checks and money orders payable to: Haskell Indian Nations University. Invoicing is Processed by the Bursar's Office and payment is to be paid at the Bursar's Office.

2. The requestor is responsible for any damage to facilities, grounds or equipment that occurs during their usage. Haskell will replace or repair property, public or private that is damaged, destroyed, lost or stolen at the expense of the requestor. Unless otherwise stipulated, requestor is responsible for cleanup and restoring space to condition before use. Premises on which activity is conducted shall be left free of debris, trash, or rubble. Failure to adequately clean the area shall result in denied requests for the future.

3. Possession or use of liquor or controlled substance is strictly prohibited. Violation will result in the immediate cancellation of this agreement, impoundment of all monies, and loss of activity privileges indefinitely. Additionally, federal or state prosecution may ensue.

4. Participants will comply with applicable standards of conduct of the federal government and Haskell, including the Code of Student Rights and Responsibilities. They will also abide by Haskell traffic and parking regulations. Vehicles of all types will be restricted to established roads, streets and parking lots unless otherwise arranged.

5. No food or beverages are permitted to come into contact with any artwork and/or artifacts.

6. Provision of adequate rental toilet facilities shall be the responsibility of the requestor.

7. All outside organizations or groups must present a copy of current liability insurance policy covering personal injury and property damage before the beginning of the activity. Haskell shall be held harmless, defended, and indemnified against all claims by individuals or groups in administrative or judicial form which result from activities of the requestor.

8. If deemed necessary by Haskell or the requestor's security coverage and chaperones shall be arranged by the requestor as determined by Haskell and shall be the responsibility of the requestor.

9. If Haskell determines that security is required, the minimum security shall be one uniformed Security person during daylight hours (7:00 PM or earlier) and two uniformed personnel after 7:00 pm. Security personnel are to remain on site until one hour after the close of the event. *The cost of security will be added to the cost of the rental.*

10. For larger events such as pow-wows, basketball tournaments, etc., the Administrative Officer shall determine the number of security personnel required. Uniformed security personnel may be provided by a reputable security agency. Such arrangements are the responsibility of the requestor. The name and contact information of the agency providing security services must be submitted to the Administrative Officer before beginning of the activity. The cost of security is the responsibility of the requestor of the event.

11. Concession rights are reserved by Haskell and no student club or organization may be charged a concession fee. Clubs may be assessed a security or cleaning deposit. Concession arrangements are to be made through the Student Activities Director.

12. If you are not a sanctioned club/organization, you will be invoiced for the use of our space.

REMINDERS:

To ensure that your event is well organized and coordinated, please be reminded that it is the responsibility of the requestor to follow up with the appropriate Points of Contact listed in this document.

It is also the requestor's responsible for securing the building once the event is over and returning the temporary key the first workday after the event.

Payment, if applicable, is due one week prior to date of event:
Bursars Office: 785-832-6667 or 785-749-8450

NOTE: We do not rent out chairs, tables, electrical items, and we do not have movers. Requesting organization is responsible for event set up.

☐ **I acknowledge that I have read and understand the terms of this agreement as detailed above.**

Authorizing Signatures

Requestor Signature

Building Point of Contact

Organization Staff/Faculty Sponsor

Vice President of University Operations
Kennard Smallcanyon

Once completed and signed, please forward on to stephanie.fernando@bie.edu for processing.