



Study Guide for SAARF meetings with Facilities and Services

Preplanning in advance is a good thing. Facilities & Services (F&S) can assist with event planning – working with you to ensure that your event is successful. Frequently we have information on reoccurring events, so please use us as a resource. Good information during a SAARF meeting will ensure that F&S will be able to provide appropriate support services to your event: custodial, grounds, heating/cooling and rentals. Please bring your university account number for billing. Call 688-4136 to schedule a SAARF meeting.

- Please include in contact information a cell #. This is helpful if we need to contact someone the day of the event and you are already on site.**
- If two groups are co-sponsoring events, we may want to set up coordination meeting with everyone there.**
- Event location – reservation may include space actually used for the event and other adjoining spaces included in the reservation for setup, traffic flow, etc.**
- If applicable, provide a parking plan.**
- Provide a full description of the event. This should include anything unique or special (smoke machine, confetti, etc).**
- Provide a time line/agenda for multi-function event (ie reception before concert or day long conference).**
- F&S will be looking to protect building systems and finishes (ie floor covering).**
- The estimate for number of people attending is important for hvac setup.**
- We need distinct information on event start time, setup time and tear down times.**
- We may need to coordinate with other events before or after yours in the same venue.**
- There may be special implications regarding food served.**
- Rental items for special events: a full list of rentals and current rates are available on our website <http://pplant.sdstate.edu/> in the Service Guide.**
- Power requirements to support special events: Be prepared to provide specific information on power requirements (most bands can provide a spec sheet with power requirements). We have upgraded electrical service in certain venues to support special power needs. F&S reserves the right to inspect and approve any electrical setup. F&S will charge electrician’s time to assist with wiring, connections and disconnects.**
- If electricians must be on site during an event, the usual hourly rate will be charged.**
- Event publicity: be aware of posting rules on campus. Talk to F&S about special arrangements.**
- In addition, if any F&S employees are recalled to campus, without prior scheduling to assist with a special event, a call back will be charged (minimum of 3 hours).**
- See also our website for several maps that may be useful in event planning.**

Special considerations for outdoor events:

**Bad weather site
Garbage pickup
Power
Rentals (setup/pickup after hours)
Lighting**

**Restrooms
Noise 11pm curfew
Parking considerations
Protection of sidewalks
Protection of turf**



SPECIAL ACTIVITY AUTHORIZATION REQUEST FORM (SAARF)

If Student Union & Activities determines that this event is classified as a "Special Activity", or if any of the following questions apply, this form must be completed by the sponsoring organization and submitted to:
Information Exchange USU 150 Box 2815 NO LATER THAN THREE WEEKS PRIOR TO THE EVENT:

- Do you anticipate over two hundred people may be in attendance at your event? Yes
- Will the scheduled event be held outside? Yes
- Is your event held in Jacks' Place, the Market, the Multipurpose (VBR), the Prefunction space or the Gallery Lounge? Yes
- Is your event held in Doner Auditorium, or the Performing Arts Center (PAC)? Yes
- Is your organization a recognized SDSU organization or department? No
- Would the event be classified as a special event, not defined above? Yes

All individuals, businesses, non-profit organizations, or groups unrelated to South Dakota State University must submit a completed SAARF **BEFORE** reservations will be confirmed.

This form is designed to ensure all groups are aware of policies governing activities and complete necessary steps to receive approval. The Director of Student Union & Activities is the approval granting authority for all special activities on the SDSU campus. The completed Special Activity Authorization Form must have the specified required signatures before approval will be granted.

Requestor Name _____ Requestor Phone Number _____

Sponsor _____ Address/Email _____

Advisor _____ Advisor Phone Number _____

Event Location _____ Responsible Party at Event _____

Date(s) of Reservation _____ Scheduled Actual Start Time _____

Event Title _____ Set-up Time _____ Will vacate by (time) _____

Number of Ushers/Volunteers provided by sponsor _____ Estimated Attendance _____

Please describe the activities scheduled at your event and/or the type of event: _____

CENTRAL RESERVATIONS: Bring this form to Information Exchange located in the Student Union. (688-6127) This reservation will remain on tentative status until it receives confirmation by Central Reservations following the Director's approval.

Reservation ID # _____ Reservation staff initials SherryAnne Langland

CATERING: Will your event include any of the following: food, beverage or be held in a dining area? Yes No

*SDSU Dining Service is the sole provider of food /beverages on campus except in the case of concessions for Athletic Department activities. SDSU Dining Services is responsible to bill and collect amounts due from all functions not sponsored by SDSU. Therefore, the requestor's catering contract is with SDSU Dining Services and not with the Student Union & Activities Department. (SUA)

If you answered yes to the above question, Contact the Catering Office located in the Student Union Room 151. (697-2571)

Please note if exceptions have been granted:

SDSU Dining Service Representative (Not applicable if "no" is checked above)

Julie Jackson
Catering Manager

CONTRACTS: Will you be reimbursing a performer in connection with your event? Yes No

If you answered "Yes" to the above question, an entertainment contract may be required.

Such a contract must be reviewed and approved by Student Union & Activities. (SUA)

Contact the Office of Student Activities located in the Student Union Room 150. (688-4998)

SUA Representative (Not applicable if "no" is checked above) Adam Karnopp
Assistant Director

SECURITY: All special activities/events will, by their nature, require UPD signature. All University events that occur after normal operating hours require a security plan. Characteristics for such a plan are: potentially volatile subject matter, large numbers of off-campus attendants, large concerts, etc. For a signature and assistance with a security plan, contact SDSU University Police Department (UPD) (688-5117); Located in Sorensen building (SOR BOX 520)

UPD Representative: _____ # Professional Officers: _____ # Student Officers: _____

SERVICES: These services are not required, but if you need any services or equipment, please check with these service providers.

Type of service	Provider	Phone #	Please circle one	Service provider signature
Audio Visual equipment	ITS: Support Desk	688-6776	Not requested /Contacted	_____
Lights, sound, staging, A/V	State Tech	688-4972	Not requested /Contacted	_____
All services in the PAC	PAC	688-6039	Not requested /Contacted	_____

FACILITY INFORMATION: Check with Information Exchange (688-6127) for the correct facility manager to contact.

Once the facility and above services have been reserved, the Facility Manager needs to confirm any services required and relevant charges.

FACILITIES AND SERVICES, SERVICES REQUESTED Admin 304 688-4136	PHYSICAL PLANT COSTS:
	Facility Rental \$ _____
	Equipment Rental \$ _____
	Labor (estimate) \$ _____
	Subtotal \$ _____
	Tax \$ _____
	Total \$ _____

Physical Plant Lynne Finn
(Contact Facilities and Services in Admin 304 or call to setup an appointment at 688-4136)

Facilities and Services Signature / Date

FACILITY MANAGER SERVICES REQUESTED	FACILITY MANAGER COSTS:
	Facility Rental \$ _____
	Equipment Rental \$ _____
	Labor (estimate) \$ _____
	Subtotal \$ _____
	Tax \$ _____
	Total \$ _____

Facility Manager _____
(See Information Exchange for facilities and appropriate managers)

Facility Manager Signature / Date

INDEMNITY CLAUSE:

The requestor agrees to indemnify and hold the State, its officers, agents, and employees harmless from any and all liability, damages, actions, claims, demands, expenses, judgments, fees and cost of whatever kind or character, arising from, by reason of, or in connection with the use of the facilities described herein. It is the intention of the parties that the State, and its officers, agents and employees shall not be liable or in any way responsible for injury, damage, liability, loss or expenses resulting to the requestor and those it brings onto the premises due to accidents, mishaps, misconduct, negligence, or injuries, either in person or property. The requestor expressly assumes full responsibility for any and all damages or injuries which may result to any person or property by reason of or in connection with the use of the facilities pursuant to this agreement, and agrees to pay the state for all damages caused to the facilities resulting from Requestors activities hereunder. The Requestor represents that its activities, pursuant to this agreement, will be supervised by adequately trained personnel and that the Requestor will observe and cause the participants in the activity to observe all safety rules for the facility and the activity. The Requestor acknowledges that the State has no duty to and will not provide supervision of the activity.

ACKNOWLEDGEMENTS:

To the best of our organization's knowledge, the above information is correct. By our signatures, we are accepting responsibility for our organization and the accuracy of this information and compliance with University regulations. We further recognize that failure to disclose facts pertaining to either security or prearranged activities constitutes misrepresentation. In addition, we acknowledge such misrepresentation shall result in our organization being held liable for subsequent replacement costs and/or custodial fees incurred, cause for denying future facility reservations, and referral to the University Judicial System.

Representative's/Requestor's Signature _____ Date _____

Advisor/Sponsor Signature _____ Date _____

Please return this form, when completed, to the Union or Box 2815 for the approval of the Director.

Director of Student Union & Activities _____ Date _____

Rental Checklist

_____ Chairs
_____ Tables
_____ Stage Sections
_____ Garbage Cans
_____ Barricades
_____ Floor Covering

_____ Electrical
Hook ups _____
Equipment _____
_____ Podium
_____ Standards
_____ Easel

Delivery and pick-up

DELIVERY

Date: _____

Time: _____

PICK-UP

Date: _____

Time: _____

RETURN

Date: _____

Time: _____