AL NEUHARTH MEDIA CENTER RESERVATION CONTRACT

NO COMMERCIAL OR PRIVATE FUNCTIONS
RENTAL RATE: $100 per event per room (up to 4 hours)

This rental rate will be waived if the following conditions are met:

- No damage to room or equipment. Please do not allow people to sit on the tables. Extra charges will apply if there are damages.
- All furniture, tables, etc. left in the same arrangement and condition as found.
- Room is free of garbage and requires no excessive cleanup.
- Compliance with USD’s alcohol and drug policy.
- Cancellations by phone or email are due one week in advance. No shows and late cancellations will be charged.
- Extra charges may apply if the room set up or cleanup is done after hours or on weekends. Custodial fees range from $20-$60 per hour.

CIRCLE: CONFERENCE ROOM CONCOURSE BOARD ROOM

<table>
<thead>
<tr>
<th>Contact Person:</th>
<th>Phone:</th>
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<tbody>
<tr>
<td>Dept./Organization:</td>
<td>Email:</td>
</tr>
<tr>
<td>Mailing Address:</td>
<td>Name of Event:</td>
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<tr>
<td>Date/s of Event:</td>
<td>Time of Event:</td>
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<tr>
<td># of Attendees:</td>
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What kind of setup? Explain: (Round tables, Theatre style, etc.)
What are you serving? Explain: Full Meal/Refreshments, etc. Served or Buffet style?

NOTE: Outside food and refreshments prohibited. All catering must be arranged with Aramark Dining Services, 605-677-5665.

AV or Lighting Needs:
<table>
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<tr>
<th>PROJECTOR</th>
<th>POWERPOINT</th>
<th>CURTAINS</th>
<th>DVD</th>
<th>VHS</th>
<th>CD</th>
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List any other special needs: (i.e. reception desk or table, whiteboard, flip chart, extra wastebaskets, etc.)

（Lectern and microphone are available on stage at all times. For any other needs, call Don Harris at 605-677-6475.
NOTE: For after-hours events or those requiring AV staffing, there may be extra charge of $20.00 per hour with 2-hour minimum）

I agree to the above conditions governing the use of Al Neuharth Media Center facilities and equipment in the Al Neuharth Media Center and accept responsibility for compliance with those policies.

X

Date:

When completed, please send this form to the Al Neuharth Media Center, Attn: Katie Heine, 555 Dakota St., Vermillion SD 57069 or e-mail to Katherine.Heine@usd.edu