

AL NEUHARTH MEDIA CENTER
RESERVATION CONTRACT

USD FUNCTIONS ONLY
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. remain in the same arrangement and condition as found. **Any group moving furniture in the conference room or concourse will be billed a service charge.**
- 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

Contact Person:	Phone:
Dept./Organization:	Email:
Mailing Address:	Name of Event:
Date/s of Event:	Time of Event: Starts: _____ Ends: _____
# of Attendees:	
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:	Curtains: Open or Closed	Projection Screen: Up or Down
PROJECTOR <input type="checkbox"/>	POWERPOINT <input type="checkbox"/> DVD <input type="checkbox"/> VHS <input type="checkbox"/>	CD <input type="checkbox"/>
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: Taylor Weidenbacher, 555 Dakota St., Vermillion SD 57069 or e-mail to Taylor.Weidenbacher@usd.edu