

SECTION 1000.04  
GENERAL REGULATIONS

1. **Liability Insurance:** When appropriate, rental agreements for use of College facilities shall require the renter to provide evidence of liability insurance for personal or property injury. If this is not possible, the person responsible for the event, by signing the rental agreement, agrees to indemnify and hold harmless Lake Region State College regarding any and all claims for loss, injury or damage.
2. **Damage to College Property:** Organizations or groups utilizing the facilities shall agree to reimburse the College for the cost of any damage that occurs. The College administration is authorized to assess and charge the responsible party for repair and replacement.
3. **College Liability:** Lake Region State College assumes no responsibility for theft, injuries or damages of any kind suffered by any groups (or individuals) using College facilities at any time.
4. **Rental Charges:** The College shall periodically establish, and the Vice President of Administrative Affairs and the Physical Plant Director shall administer, a "Schedule of Rental Fees and Other Charges" for use of College facilities and equipment. This "Schedule" is available in the Administrative Affairs Office. Waivers may be negotiated with the President.
5. All concessions shall be operated by the College.
6. **Security Provisions/Additional Service**
  - a. Security personnel must be on duty when any College facility is used after normal working hours and on weekends. The Physical Plant Director will make the necessary job assignments. If the activity is a College-sponsored event held after hours, a staff member may substitute for the security person
  - b. When additional security is required security personnel will be remunerated at a rate specified by the Physical Plant Director. Should it be necessary for the College to provide additional maintenance/custodial personnel or other qualified personnel to operate special equipment, it shall be necessary for the renter to pay for services at the prevailing College rate in addition to any other fees.
  - c. The College reserved the right to furnish these services and personnel at its discretion. The Physical Plan Director shall be responsible for administering these provisions.
7. **Posting of Policy:** All organization requesting use of College facilities shall be provided with a copy of this policy document and the Schedule of Rental Fees and Other Charges. This document shall be deemed to be incorporated in all facilities usage contracts.
8. **Regulations Regarding Signs, Posters, Handbills and Other Promotional Material:** All bulletin boards are under jurisdiction of designated departments or administrative offices. No posters or publicly distributed materials shall contain obscene, vulgar or libelous material. All items should be placed only on bulletin boards, free-standing display boards or wall tack strips. Do not use sticking tape or adhesive on painted surfaces. All items must be removed the day following the event.