



Policy Number: 3.012
Originating Office: USD – Sioux Falls
Responsible Executive: VP of USD – Sioux Falls
Date Issued: 09/24/2024
Date Last Revised:

USD – Sioux Falls Facilities and Grounds Use and Reservations

Policy Contents

I. Reason for this Policy 1
II. Statement of Policy 1
III. Definitions 3
IV. Procedures 3
V. Related Documents, Forms and Tools 6

I. REASON FOR THIS POLICY

This policy sets forth the procedures for the use of and reservation process for rooms, outdoor space, or general facilities at the University of South Dakota – Sioux Falls (USD – Sioux Falls) campus.

II. STATEMENT OF POLICY

- A. Affiliated Entities conducting official business may request use of USD – Sioux Falls Facilities and Grounds during regular scheduled work hours. Private Parties may request permission to use the facilities or grounds for non-commercial events that will not interfere with regularly scheduled institutional business or use by USD-Affiliated Organizations.
B. Affiliated Entities shall have priority on space at USD – Sioux Falls.
C. Fees may apply to facility and grounds use depending on the unique characteristics of each event and booking.
D. Events that occur outside the regular working hours of USD – Sioux Falls (M – F, 8:00 am to 5:00 pm) or on a recognized state holiday will be

reviewed on a case-by-case basis. Generally, such events are only approved under unique circumstances. USD – Sioux Falls may require events occurring outside of regular working hours to have facilities staff on-site; additional fees may be applied to such events to accommodate the unscheduled work time of staff.

- E. Any reservations requesting technology use (e.g., computers, projectors, internet connections, etc.), technology assistance or set up, or the availability of Information Technology Services staff assistance, should be made one (1) week prior to the start time of the event. Reservations made less than one (1) week prior may prevent full compliance with the request.
- F. Any reservations requesting facilities management needs (e.g., trash cans, furniture arrangements, etc.) must be communicated to USD – Sioux Falls at least one (1) week in advance of the start of the space reservation. Reservations made less than one (1) week prior may prevent full compliance with the request.
- G. Entities hosting an event at USD – Sioux Falls campus may provide food or catering to their attendees. Food service shall be communicated to USD – Sioux Falls staff as part of the reservation process. Assistance with food service may be coordinated through office of the Vice President for USD – Sioux Falls.
- H. Requests to reserve Avera Hall must include a minimum of thirty-five (35) expected attendees.
- I. Under the terms of the naming agreement for Avera Hall, Avera Health will receive occasional event-hosting privileges within Avera Hall and nearby commons at no cost. Relevant fees may be assessed for events that occur outside of the regular working hours of USD – Sioux Falls or assessed for events booked by Avera Health employees that are not part of official Avera Health business.
- J. USD – Sioux Falls Facilities and Grounds are tax exempt public facilities and, as such, are not generally available for use by Private Parties for commercial purposes.
- K. Fees for facility and grounds use will be charged according to the USD User Fee Schedule published annually. The waiving of fees is at the sole discretion of the Vice President for USD – Sioux Falls.
- L. Any organization holding an event at USD – Sioux Falls in which minors may be in attendance must review and comply with the [Board of Regents Policy 1.6.4: Minors on Campus](#). Failure to comply with [Board of Regents Policy 1.6.4: Minors on Campus](#) may result in termination of the event.

- M. Use of Facilities and Grounds for Expressive Activity: [USD Policy 7.010- Use of University Facilities and Grounds for Expressive Activity](#) governs the use of USD – Sioux Falls facilities and ground for expressive activity (i.e., any lawful, noncommercial verbal or written means by which on person or group communicates ideas to another, and includes peaceful assembly, protests, debate, demonstrations, speeches, distribution of literature, the carrying of signs, and the circulation of petitions). The University is committed to providing an educational, research, and service environment that is conducive to the development of each individual. As a public entity, the University provides both formal and informal forums for the expression of ideas and opinions, as long as such expression occurs within the context of federal and state law and SDBOR and University policies, and does not impede pedestrian and/or vehicular traffic; disturb or interfere with normal academic, administrative, or student activities; or involve prohibited conduct.

III. DEFINITIONS

Affiliated Entity: Organizations (e.g., USD Foundation) whose legal purpose includes support of the University and its activities, organizations that have been authorized by the University to use its name and marks, recognized student organizations, subdivisions of the University conducting official business, USD – Sioux Falls tenants, as well as the State of South Dakota and its political subdivisions.

Private Party: any individual or group other than the institution, its affiliated entities, or their officers, agents, faculty, or staff when acting on their behalf.

USD – Sioux Falls Facilities and Grounds: The physical structures, parking lots, and green spaces located on the property of USD – Sioux Falls.

IV. PROCEDURES

- A. Initial inquiries for the use of USD – Sioux Falls Facilities and Grounds may be made by calling (605) 274-9500 or emailing USDsiouxfalls@usd.edu. Affiliated Entities may work directly with USD – Sioux Falls scheduling staff to process simple reservations such as requests for single meeting rooms.
- B. Requests for the use of USD – Sioux Falls Facilities and Grounds require completion of a reservation form (see Related Documents, Forms and Tools). The form must be completely filled out for the request to be processed and confirmed. Failure to complete the form or providing incomplete information may result in returning the form for completion and/or delays in reviewing and confirming the request.

- C. USD – Sioux Falls reserves the right to change room or space assignments under any of the following conditions:
1. In the event a small group has been assigned to a space large enough to accommodate, and needed by, a larger group.
 2. In the event services (e.g., technology, food, etc.) are needed and no other rooms are available for such service.
 3. In the event that new circumstances cause the originally scheduled event to interfere with the use of the facilities or grounds for regularly scheduled academic programming.
 4. Any changes to room reservations on behalf of USD – Sioux Falls will be communicated at least twenty-four (24) hours in advance.
- D. Cancellations: In the event that an entity must cancel a reservation, twenty-four hours prior notice is required. Failure to provide such notice may factor into consideration of future requests by the requesting entity. If a cancellation is made after the room setup is complete, the entity will be charged a setup fee (\$50 minimum).
- E. If a change of set up is requested after the space is set up per prior instruction, a setup fee (\$50 minimum) will be charged.
- F. Serving or Selling Alcohol
1. [USD Policy 2.050](#): Sale of Alcoholic Beverages governs all events that include alcoholic beverages. Any entity requesting the presence of alcoholic beverages should [USD Policy 2.050](#) prior to submission.
 2. Serving or selling alcohol at any event occurring at USD – Sioux Falls requires the requesting entity to submit a letter outlining the request to the Office of the President at USD. The letter shall include the name of the organization, a description of the event, the date and time, specific location and area designated for serving, selling, possessing or consumption of alcoholic beverages, and safety plan. Permission to serve and/or sell alcohol may be provided pending a special event permit from the City of Sioux Falls; the requesting entity is responsible for obtaining City permission. Permission to serve alcohol at an event at USD – Sioux Falls is at the sole discretion of the President of USD.
- G. All Private Parties reserving USD – Sioux Falls Facilities and Grounds must complete and sign a rental agreement as provided by USD – Sioux Falls.
- H. Outdoor Events:
1. Requests for outdoor events should specify the specific outdoor location requested.

2. Outdoor events requiring tables and/or chairs set up, staking into the ground (e.g., tents, signage, etc.), utilities (e.g., electrical, water, etc.), and similar needs will be reviewed relative to potential disruptions to parking, disruptions to student/visitor access to buildings, and safety concerns.
 3. Overnight events are prohibited.
 4. Fire pits, open flames, etc. are prohibited on USD – Sioux Falls grounds unless approved by the University Policy Department. Such requests require submission of the On-Campus Fire Authorization Request. [South Dakota Codified Law 5-4-15](#) defines it as a misdemeanor to start an open fire on public lands except in an established fireplace. Fireworks are also prohibited. Charcoal and gas grills are generally permitted when provided by the University and when safely used in accordance with any safety instructions by University officials.
 5. Outdoor spaces may have limited options as far as electrical, water, or IT capabilities. Facilities Management will handle all utility-related requests through this process.
 6. It is recommended that entities confirm details of their event twenty-four hours in advance of the start time with the Office of the Vice President, USD – Sioux Falls.
- I. Damages and Related Charges
1. A facilities fee (\$50 minimum) will be charged to groups who have a function requiring excessive housekeeping/cleanup. Rooms and grounds should always be left in the condition in which they were found. Facilities fees will be charged based on the cost of staff time and any damage or replacement costs incurred.
 2. Any rooms, grounds or furnishings that are damaged will be billed on a cost basis to the entity responsible for causing the damage. The reserving individual or entity must follow all building and campus guidelines regarding posting materials on the walls, tables, etc.
- J. Appeals
1. Private Parties have the right to appeal the denial of an event request by filing a signed, written appeal to the Office of the Vice President, USD – Sioux Falls (USDSiouxFalls@usd.edu).
 2. The completed written appeal must be presented within five (5) working days after the denial was communicated, transmitted, or deposited in the mail.

3. USD – Sioux Falls will respond to such appeals within two (2) working days after their receipt.

V. RELATED DOCUMENTS, FORMS AND TOOLS

[Board of Regents Policy 1.6.4: Minors on Campus](#)

[Board of Regents Policy 6.13: Facilities Use by Private Parties](#)

[Room Reservation Request](#)

[South Dakota Codified Law 5-4-15](#)

[USD Policy 3.010: Outdoor Event Space Reservations](#)

[USD Policy 2.050: Sale of Alcoholic Beverages](#)

[USD Policy 2.033: User Charges](#)

[USD Policy 7.010 Use of University Facilities and Grounds for Expressive Activity](#)