Frequently Asked Questions

1. **Who can use UND facilities for activities/events?**
   UND permits the use of its facilities by the University community, related parties, and other individuals or groups; however, University of North Dakota-related activities are given precedence over the use of facilities by non-University groups. All parties need authorization prior to being allowed to hold activities/events on campus.

   For example, an external club or organization wanting to use Hughes Fine Arts for a weekly meeting (including or not including faculty, students or staff) would need to complete an Activity/Event Approval form.

   For more information or clarification, contact Environmental Health and Safety (777-3341).

2. **What types of activities/events or rentals need an Activity/Event Approval form?**
   University groups, non-University groups and related parties wanting to hold a special activity/event on campus must complete an Activity/Event Approval form. Campus department meetings are generally not considered special activities/events, unless dignitaries in attendance have special needs, or security or parking needs are required.

   For more information or clarification on the need to submit an Activity/Event Approval form, contact Environmental Health and Safety (777-3341).

3. **Does completing an Activity/Event Approval form reserve space at the facility to be used for the event?**
   No. Completing an Activity/Event Approval form does not automatically reserve space for an event. Arrangements must be made with the facility for reservations.

4. **Does reserving space at a facility approve the activity/event?**
   No. Reserving space at a facility does not automatically approve the event. Events must be approved by Environmental Health and Safety through the use of an Activity/Event Approval form.

5. **Can events be scheduled more than 12 months in advance even if all of the event information is not yet available?**
   Yes. When completing the Activity/Event Approval form, provide adequate information to complete form. Follow-up information must be provided to Environmental Health and Safety and the facility upon making additional arrangements or finalizing event details.

6. **Is the rental fee the only amount I will need to pay for my event?**
   No. If extra support/resources are necessary for the activity/event, the responsible party must request those services separately and for pay any additional expenses (above and beyond the rental fee) associated with those services. This includes, but is not limited to, overtime costs, security, parking, food, etc.
7. **What are the food safety requirements for on-campus events?**
   The food and food services guidelines addressed in the UND Loss Control Manual apply to all members of the University of North Dakota community, including visitors. All raw or prepared food and food related services at public events held on campus must be acquired through licensed food and food service providers. All food served at public events must be transported, prepared, and served in a manner consistent with the North Dakota Food Code.

   In addition to acquiring products and service through a licensed food and food service provider (such as Campus Catering), public events requiring temporary food service, such as outdoor fundraisers, barbecues, bake sales and promotions, must follow Grand Forks Public Health Department requirements.

   Events held on campus but not open to the general public must also follow general sanitation guidelines. Individuals in charge of organizing or preparing food for such events should be familiar with the food preparation sanitation guidelines provided by the USDA.

8. **Does my activity/event or rental require liability insurance?**
   UND Risk Management utilizes the Activity/Event Approval form and other information to determine whether or not insurance is required. Participants may be required to complete liability waivers in lieu of liability insurance. Some events may require both liability insurance and signed waivers.

   For more information, contact UND Risk Management (777-3341).

9. **Who is authorized to waive rental fees?**
   The president, a vice president, dean or designee are authorized to waive rental fees. If individuals are designated to waive rental fees, official documentation of this designation must be maintained by the office of origination.

10. **How do I document a waived rental fee?**
    The waiving of a rental fee requires written justification/reason signed by the president, a vice president, dean or designee. Departments should maintain the written justification documentation according to UND’s records retentions schedule. A space has been provided in the Facility Use Agreement to document the reason for waiving a rental fee.

11. **Is a Facility Use Agreement (FUA) required for all short-term rentals?**
    Yes.

12. **Who is authorized to rent UND space?**
    A vice president, within his/her respective area, may designate individuals authorized to rent space on campus.

13. **Who is responsible for obtaining the signed Facility Use Agreement?**
    Manager of the host facility.
14. How are expenses defined in the phrase “UND collects fees sufficient to cover expenses incurred during events?”
   Expenses may be direct or indirect, and include but are not limited to, utilities, custodial services, overtime, etc. All costs need to be reviewed when establishing a fee schedule. For assistance, contact the Budget Office (777-2934).

15. Where must revenue be deposited as defined in the phrase “Departments are required to deposit revenues from short-term rentals into University fund(s) that are utilized to support the facility?”
   The revenue must be deposited in the same fund that pays the expenses for the facility. If the department renting the facility does not have a fund that pays for any expenses for the facility they must contact the Budget Office for the fund that is paying the expenses.

16. Do events at the Gorecki Alumni Center go through the same approval process as events at other campus locations?
   No. The Alumni Center approves its own events. However, the Alumni Center and the responsible party should work together to submit an Activity/Event Approval form to Environmental Health and Safety to ensure there are no conflicts with other events on campus that could interfere with parking, catering, safety, etc.

17. Is training available on the use of the Activity/Event Approval form and the Activities, Events, and Short-Term Rental policy?
   Yes. Look to U2 for the most recent training schedule.

18. How does this policy document apply to career fairs or student-employer interviews?
   An Activity/Event Approval form must be submitted to Environmental Health and Safety for activities of this nature. These events have the potential to bring many people to campus and can impact parking, catering, etc. Rental fees and insurance for activities/events sponsored by UND departments may or may not be required. Visit with the host facility regarding potential fees; UND Risk Management regarding insurance needs.