



**Dakota Room**  
 Stark County Family & Ag Resource Campus  
 2680 Empire Road, Door C  
 Dickinson, ND 58601

# Facility Use Agreement

**User Agreement**

The User agrees:

1. To care for the facility, equipment, and furniture in a responsible manner. And any damage or loss to the facility resulting from negligent actions beyond normal wear and tear will be repaired at the expense of the renter, including any necessary professional cleaning costs.
2. Stark County is not responsible for any loss or damage to materials owned by persons using the space.
3. Alcohol & functioning firearms are prohibited on the premises, including the parking lot.
4. No smoking or vaping inside the facility.
5. No burning candles inside the facility.
6. No tape, tacks, cellophane, nails or glue may be used on walls, doors or furniture. No glitter or Orbeez may be used in rooms.
7. The contract must be signed and the key picked up from the Stark-Billings County NDSU Extension Office prior to the scheduled event/meeting and key must be returned to the same. The renter is responsible to make sure that Door C is locked after normal business hours. If the key card is lost or damaged, the renter will be responsible for a \$10 replacement fee.
8. Renter must take out all garbage to the dumpster at the end of the building, wipe down tables, chairs and counters, and put the room back in the arrangement they found it in.
9. Stark County reserves the right to refuse the use of the meeting room. No commercial ventures shall be held in the Dakota room, unless approved by the County Commission. Social events such as bridal showers, graduation parties, birthday parties etc. are not allowed.
10. Youth groups shall be chaperoned by an adult. At no time shall the youth be allowed outside of the meeting area without a chaperone.

**Rental Fee** \$75 per day

Invoice will be emailed to user once this agreement is processed | Payments accepted: Cash, Check or Credit Card  
 Make Checks payable to: **Stark County**, 2680 Empire Rd, Suite B, Dickinson, ND 58601

**Reservation Information**

Facility is available for use between 7 am and 9 pm Mountain Time

**Name of User/Group and Title of Event(s):**

Contact Person:	Telephone Number:	Email Address:	
Billing Address:	City:	State:	Zip:
<b>Date of Event(s):</b>	<b>Arrival time:</b>	<b>Departure time:</b>	
Estimated number of people:	Brief description of the Event:		

Special request(s) (audio visual equipment needs, coffee, etc.) other comments:

**Agreement Signatures**

I have read this entire contract and agree to follow the requirements set forth in the Dakota Room Facility Use Agreement.

<b>Signature of Renter</b>	<b>Date</b>	<b>Stark County Use Only</b> Reserve date _____ Invoice/Payment _____ Key Card _____
<b>Signature of Stark County Representative</b>	<b>Date</b>	

## **Dakota Room Information**

The Dakota Room at the Stark County Family & Ag Resource Campus in Dickinson, ND is available to rent for training or educational events and meetings. The facility is available for use between 7 am and 9 pm Mountain Time. All groups or individuals are required to complete a Facility Use Agreement. Social events such as bridal showers, graduation parties, birthday parties etc. are not allowed.

### **Facility Location:**

Stark County Family & Ag Resource Campus  
Dakota Room - Door C  
2680 Empire Road  
Dickinson, ND 58601

\* Please ensure Dakota Room - Door C is specified when informing attendees of the event/meeting location to avoid confusion, as there are multiple entities in the building, but only Door C grants access to the Dakota Room.

### **Facility Contacts:**

Office Phone: 701-456-7665  
Emergency/After Hours: Andy 701-260-3998

### **Facility Amenities:**

- Classroom style seating for 60
- 84 total chairs
- 1 large Meeting Room with option to divide into 2
  - Maximum Capacity without tables: 122 combined, or 61 divided
- 2 projectors and screens with overhead sound system and microphones
- HDMI connection cable
- DVD player
- Wireless Internet
- 2 dry erase boards
- Podium
- Commercial Coffee Maker and coffee supplies
- Space outside meeting rooms to have food & drinks brought in for buffet style meals
- ADA compliant facility

### **Post Event Cleanup Checklist:**

- Return tables and chairs to original arrangement
- Power down projectors / screens
- Empty coffee filter basket and coffee pot
- Wipe down tables, chairs, and counters (cleaning supplies located under sink)
- Empty trash cans and take garbage to dumpster located southwest of building
- Ensure Door C is locked if outside of normal business hours (8 am - 5 pm Monday - Thursday and 8 am - Noon Friday)
- Return Key Card to Stark-Billings County Extension Office the next business day, or place in designated area as instructed by staff