

**FOR INTERNAL USE ONLY:** In-house request [ ] Outside request [ ]  
OK FOR USE--dates entered on room calendar [ ] Faith will determine room availability-original to Bret  
OK FOR USE--dates entered on gym calendar [ ] Laura will determine gym availability-original to Bret  
**(All gym requests to Laura)**

**Fond du Lac Tribal and Community College  
~Request to Use Facilities Form~**

**Please return completed form to:** Faith Romanek, FDLTCC  
Email – faith.romanek@fdltcc.edu  
2101 14<sup>th</sup> Street, Cloquet, MN 55720  
Today's date: \_\_\_\_\_ Ph. 218-879-0800 - Fax: 218 879-0814

**Please include specific information regarding your request:**

**NOTE: Saturday event requests must be made three weeks prior for staffing coordination**

DAY(s) of week space is needed: \_\_\_\_\_

DATE(s) space is needed: \_\_\_\_\_

TIME(s) \_\_\_\_\_

EVENT \_\_\_\_\_

**PLEASE INDICATE WHAT COLLEGE FACILITY / ROOM YOU WISH TO USE:**

Classroom(s) (*40 capacity*) being requested: \_\_\_\_\_

Conference room (Large-*25 capacity*) [ ] (Small-*12 capacity*) [ ] (Arrowhead-*10 capacity*) [ ]

Amphitheater/Commons Area-(*100 capacity*) [ ] Auditorium-(*122 capacity*) [ ]

Megwayaak Outdoor Classroom – (*30 capacity*) [ ]

Gymnasium-(*420 capacity*) (without bleachers & time clock) [ ]

Gymnasium-(*420 capacity*) (with bleachers & time clock) [ ]

\*Estimated number of people planning to participate: \_\_\_\_\_

What is your intended use of the facility? (i.e. soccer practice, workshops, etc.)  
\_\_\_\_\_

**Hourly rates (up to 4 hours):** Classroom/Common Areas \$25.00/hr. Gym - \$40.00/hr.

**Daily rate (4+ hours):** Classroom/Common Areas \$100.00/day Gym - \$160.00/day

**Saturday rentals are subject to \$50.00/hr charge for maintenance and/or IT services**

**Sunday rentals are not available**

(NOTE: Rental rates for gym requests of (2) or more months in succession will be determined by FDLTCC's Executive Financial Officer.)

Name of Organization: \_\_\_\_\_

Person/Title making request: \_\_\_\_\_

Signature: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email address: \_\_\_\_\_

Are you a Profit or Non-Profit Organization? \_\_\_\_\_ Fax Number: \_\_\_\_\_

Will you be charging participants a fee? Yes [ ] or No [ ] If so, how much? \_\_\_\_\_

**Description of equipment needs or accessibility-related accommodations requested:**

Audio/Visual Needs: \_\_\_\_\_

Updated: 1/27/2025 by Bret Busakowski

Tables/Chairs (etc.): \_\_\_\_\_

PA System/Microphone for Amphitheater/Auditorium: \_\_\_\_\_

I.T. Needs: \_\_\_\_\_

Accessibility accommodations: \_\_\_\_\_

Other Needs: \_\_\_\_\_

**NOTE: FDLTCC has NO sports equipment, only the gym, available for rent.**

**PLEASE READ THE FOLLOWING POLICY/PROCEDURE AND SIGN BELOW:**

1. It shall be the policy of FDLTCC to make its facilities available as a community service to civic non-profit and for-profit organizations, provided that such usage does not conflict with college functions.
2. Depending on the nature of the facility request, proof of liability insurance may be required for classroom and/or gymnasium rental.
3. Organizations or individuals renting college facilities will be held responsible for any damages to property or equipment.
4. FDLTCC activities have priority over rental reservations for use of all college facilities.
5. College facilities are ALCOHOL and DRUG-FREE.
6. The college reserves the right to be represented at any of the functions involving the usage of facilities.
7. External organizations are prohibited from using the FDLTCC logo or any wording that implies that FDLTCC is sponsoring the event.
8. Maintenance and IT charges may be added to cover personnel that are not regularly scheduled. An additional rate of \$50.00 per hour for one or both services may be applied.
9. Audiovisual equipment use is based on availability. A three (3) business day notice is required.
10. Computer support services are based upon availability. A three (3) business day notice is required.
11. Tennis shoes with clean soles are required on all gymnasium floors.
12. NO CHILDREN ALLOWED during adult recreation leagues.
13. **The President of FDLTCC reserves the right to waive certain rental rates, as deemed appropriate.**

**NOTE:** To finalize the facility rental process, you will be emailed the *Minnesota State Occupancy Agreement* form. This contract must be signed and returned with proof of liability insurance, if required.

**Please be courteous and remember to clean up after your event or activity.**

I have read and agree to the above conditions:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**DO NOT WRITE BELOW THIS LINE - FOR COLLEGE USE ONLY**

Person who took this request: \_\_\_\_\_ Date: \_\_\_\_\_

**FOR OUTSIDE REQUESTS:**

Classroom available for date and time requested? Yes [ ] OR No [ ]

Gymnasium available for date and time requested? Yes [ ] OR No [ ]

**For "outside" requests:** after room or gym availability is documented by Faith or Laura, the original *Facilities Request* form is given to Bret, EFO. Bret will determine rental rates process the contract.

**Give "outside" request copies to:**

Mark, Maintenance (**gets all requests**) [ ]

Faith, FDLTCC (room requests only) [ ]

Laura, Athletics (gym requests only) [ ]

**Others (as needed):**

Peter - I.T. [ ]

Keith - Library [ ]

Workforce Development [ ]

**Estimated Charges:** \_\_\_\_\_

Approved: [ ] Not Approved: [ ]

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

To request this application in an alternative format, please contact Accessibility Services at (218) 879-0864  
An Equal Opportunity Educator and Employer

Updated: 1/27/2025 by Bret Busakowski