



## Student Wellness Reservations & Events Manual

Academic Year 2025 - 2026

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This manual contains reservation policies and procedures of the Montana State University (MSU)  
Student Wellness Center (SWC) and associated facilities (approved by Legal Counsel 7/28/25)

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# Student Wellness Center Facility Reservation Overview

The Montana State University Student Wellness Center offers meeting and events space for Montana State University student organizations and affiliates, as well as external entities. The Student Wellness Center staff will assist your group in scheduling the appropriate space, developing a suitable set-up, and processing any fees. The purpose of this document is to outline the process of renting facility space to ensure the success of your reservation or event.

All facility reservation requests will be considered in the order they are received, at least 10 business days prior is recommended and appreciated. Reservations are not final until a rental agreement has been signed, and confirmation sent. Requests are dependent on availability and priority listing outlined in this manual. Reservation of space is not guaranteed to any entity.

## 1.1 Rental/Event Process

**Step 1:** Access the Reservations & Events information including priority grouping, pricing, policies, and online request process on the Student Wellness website.

**Step 2:** Complete the online SWC Reservations & Events online request 10+ business days before reservation date. Reservations requested within less than 10 business days will be considered but cannot be guaranteed.

**Step 3:** Receive confirmation of request.

**Step 4:** On-site visit, if necessary.

**Step 5:** Receive a price quote and rental agreement.

**Step 6:** Sign and agree to the price quote and rental agreement.

- i. Any rentals over \$500, regardless of priority status, require a deposit. The reservation is not confirmed until the deposit is paid. Cancellation of an event that requires a deposit to hold a date will result in forfeiture of the deposit if cancellation occurs less than thirty (30) days prior to the first reserved date.

**Step 7:** User receives confirmation of reservation & any necessary space guidelines, rules, regulations, etc. The request is finalized. Receive copy of signed Facility Use Agreement.

**Step 8:** Event takes place.

**Step 9:** User receives a final invoice for the use of the space.

**Step 10:** User must pay invoice within 30 days of issue. MSU Student Wellness will process the invoice and payment.

**Step 11:** User receives confirmation of payment.

## 1.2 User Obligations

- a. No less than two weeks prior to the Event Date, user will provide a meeting agenda to MSU Student Wellness with room/facility setups, staffing plans, and any other needs.
- b. The user must identify a Primary Group Contact who will be the liaison with MSU Student Wellness staff. The name of the Primary Group Contact and cell phone number must be provided when the Use Agreement is executed.

## 1.3 Reservation Priority Listing

### **Priority #1: Presidential Initiatives**

- a. Institutional events have university scheduling priority.
- b. Opportunity to confirm reservation up to 2 years in advance.

### **Priority #2: Student Wellness Programs and Services**

- a. Student Wellness internal programs and services including but not limited to: MSU Campus Recreation, Counseling & Psychological Services, Student Wellness programs, and Student Health Services meetings, events and programs.
- b. Opportunity to confirm reservation up to 1 year in advance

### **Priority #3: Montana State University Student Organizations (RSO) and the Associated Students of Montana State University (ASMSU)**

- a. Montana State University recognized student organizations and groups.
- b. Registered Student Organizations will receive 3 hours per week free of facility rentals, not including staff. Additional hours will be charged at the priority #3 rate.
- c. Events offered by priority #3 groups that are mainly offered for non-MSU participants will be considered priority #5 events
- d. RSO Reservations can only be requested by the organization's active Executive Board Members or the active Advisor.
- e. Opportunity to confirm reservation up to 6 months in advance.

### **Priority #4: Montana State University Departments & Affiliates**

- a. Montana State University departments or affiliated programs, programs and services.
- b. Montana State University Students that are not members of a Registered Student Organization
- c. Events offered by priority #4 groups that are mainly offered for non-MSU participants will be considered priority #5 events
- d. Opportunity to confirm reservation up to 6 months in advance
- e. Administration, faculty, staff, and department activities conducted as the business of the University (i.e. student recruitment, registration, staff training etc.)

### **Priority #5: Non-Affiliates (External Entities)**

- a. Administration, faculty, staff, and department activities that are not directly connected with the regular business of the University
- b. External entities; non-Montana State University affiliates.
- c. External events larger than 300 people, or requesting permission outside of general policy can be confirmed only after review and written approval from the AVP Student Wellness.

# Available Rental Spaces

## 2.1 Student Wellness Center Spaces – Non-Staffed Spaces

Activity Space	Occupancy	Priority 3 – RSOs*	Priority 4 - MSU Affiliates	Priority 5 - Non-Affiliates
<b>Cost Equation</b>		Base – 1x	1.5x Base Rate	2.5x or Market Rate
Multi-Purpose Room #1	12	\$10/hour	\$15/hour	\$25/hour
Multi-Purpose Room #2	12	\$10/hour	\$15/hour	\$25/hour
Multi-Purpose Room #3	42	\$15/hour	\$22.50/hour	\$37.50/hour
Multi-Purpose Room #4	12	\$10/hour	\$15/hour	\$25/hour
Multi-Purpose Room #5	10	\$10/hour	\$15/hour	\$25/hour
Multi-Purpose Room #7	8	\$10/hour	\$15/hour	\$25/hour
Group Room #1	14	\$10/hour	\$15/hour	\$25/hour
Gym / MAC Courts		\$20/hour/court	\$30/hour/court	\$50/hour/court
Fitness Studio #1 <i>Fitness Instructor not included</i>	58	\$20/hour	\$30/hour	\$50/hour
Fitness Studio #2 <i>Fitness Instructor not included</i>	35	\$20/hour	\$30/hour	\$50/hour
Fitness Studio #3 (cycle) <i>Fitness Instructor not included</i>	21	\$20/hour	\$30/hour	\$50/hour
Fitness Studio #4 (martial arts) <i>Fitness Instructor not included</i>	23	\$20/hour	\$30/hour	\$50/hour
Patio		\$20/hour	\$30/hour	\$45/hour
Outreach/Table 1 - (East)		\$0	\$0	N/A
Outreach/Table 2 - (West)		\$0	\$0	N/A

## 2.2 Field Spaces

Activity Space	Priority 3 – RSOs*	Priority 4 - MSU Affiliates	Priority 5 - Non-Affiliates
Lambert Turf Field**	\$40/hour	\$60/hour	\$125/hour
Lambert/Roskie Grass Fields	\$15/hour	\$22.50/hour	\$40/hour
Lambert Pavilion (restrooms included)	\$10/hour	\$15/hour	\$25/hour
North Dome**	\$40/hour	\$60/hour	\$125/hour

\*Registered Student Organizations receive 3 hours per week of facility rentals without paying a fee. Staff not included.

\*\*Half-Field reservations are not available for any field spaces.

Total reservation costs will include every hour a facility is taken offline (including preparation & clean up)

\*\*\*Additional staff may be required based on reservation needs.

### Non-Staffed Reservation Payment Policies:

#### 1. Deposit Policy

- Any rentals over \$500 require a deposit. The reservation is not confirmed until the deposit is paid.

#### 2. Cancellation Policy

- Cancellation of a non-staffed space that is less than \$500 requires 48 hours written notice to cancel. If an event is cancelled within 48 hours, or a group no-shows, a fee may be assessed prior to the group renting space again.
- Cancellation of an event that requires a deposit to hold a date will result in forfeiture of the deposit if cancellation occurs less than thirty (30) days prior to the first reserved date.

## 2.3 Staffed Experience Spaces

**Staffed Experience Spaces require groups to pay for MSU dedicated staffing AND space rental.**

### **Staffing Costs:**

MSU Lifeguards - \$18/hour for Priority 3 Groups; \$25/hour per staff member for Priority 4 & 5 Groups

MSU Climbing Wall Staff - \$18/hour for Priority 3 Groups; \$25/hour per staff member for Priority 4 & 5 Groups

### **Staffed Experience Reservation Policies:**

1. Pool reservations require 2 MSU Lifeguards: up to 25 participants. Any pool reservation exceeding 25 participants will need an additional (1) Lifeguard for every 25 participants. (26-49 participants= 3 lifeguards, 50-74 participants = 4 lifeguards, etc.)
  - a. Participants must follow all pool rules while using the space.
2. Climbing wall reservations require a minimum of 2 MSU Climbing Wall certified staff members. Additional climbing wall staff may be required based on reservation request and size of event.
  - a. Participants must follow all climbing wall policies while using the space.
3. Other staffing may be required based on reservation needs.

Staffed Experience Spaces (Staff & Activity Space)	Group Size	Priority 3 – RSOs*	Priority 4 - MSU Affiliates	Priority 5 - Non-Affiliates
Pool (Base Requirements) (2) MSU Lifeguards Included	Up to 25 People	\$36/hour	\$75/hour	\$125/hour
Pool (Additional Staff)	Every additional 25 people require one additional lifeguard at \$25/hour. i.e. 26-49 participants= 3 lifeguards, 50-74 participants = 4 lifeguards, etc.			
Climbing Wall (Base Requirements) (2) MSU Climbing Wall Staff Included	Up to 10 People	\$36/hour	\$100/hour	\$140/hour
Climbing Wall (Additional Staff)	Every additional 10 People require one additional CW Staff at \$20/hour. i.e. 11 - 20 participants= 3 CW Staff, 21 - 30 participants = 4 CW Staff, ETC.			
Staffed Studio Class	Inquire for Pricing			

*\*Registered Student Organizations receive 3 hours per week free of facility rentals. Staff not included.*

*+Chalk Bags and Climbing Shoes are included with Climbing Wall rentals.*

*Full reservation costs will include staffing seeds based on group size AND space rental costs for the full time a space is offline (including preparation & clean up)*

### **Staffed Experience Payment Policies:**

1. **Deposit Policy:**
  - a. Any rentals over \$500 require a deposit. The reservation is not confirmed until the deposit is paid.
2. **Reservation Timeline:**
  - a. Reservations requests must be made 10+ business days before the requested start date. Reservations requested within 10 business days will be considered but may not be accepted.
3. **Cancellation Policy:**
  - a. Cancellation of ANY staffed experience space requires 10 business days written notice to cancel. If an event is cancelled within 10 business days, a fee may be assessed prior to the group renting space again.
  - b. Cancellation of an event that requires a deposit to hold will result in forfeiture of the deposit if cancellation occurs less than thirty (30) days prior to the first reserved date.

## 2.4 Additional Reservation Costs

EQUIPMENT RENTAL	
Type	Flat Rate
Audio Visual Equipment – Gym/Fitness Studio	\$10/hour
Sporting Equipment	\$25 fee
Gym Cover Flooring	\$200 fee
Tables, Chairs, Linens, etc.	Contact Local Vendor
Field Prep & Lining	Based on Sport & Number of Fields Needed
Scoreboard & Operator (Turf Field Only)	Sport Specific
Housing/Dining Needs	Contact <a href="mailto:campusrec@montana.edu">campusrec@montana.edu</a> for more info.

## 2.5 Staffing Rates

- a. The appropriate employees needed for each reservation will be determined based on the size and nature of the event. Staffing requirements will be outlined in the quote as cost per hour.
- b. Additional staffing for events outside of regular operating hours will be charged a rate of \$25/hour per staff member needed.
  - i. Minimum staffing for events in the Student Wellness Center outside of regular hours include: one Facility Supervisor.
  - ii. Staffed experience events:
    1. Pool reservations require 2 MSU Lifeguards: up to 25 participants.
      - a. Any pool reservation exceeding 25 participants will need an additional (1) lifeguard for every 25 participants. I.e. 26-49 participants= 3 lifeguards, 50-74 participants = 4 lifeguards, etc..
      - b. Participants must follow all pool rules while using the space.
    2. Climbing wall reservations require a minimum of 2 MSU climbing wall certified staff members.
      - a. Every additional 10 People require one additional climbing wall (CW) staff at \$25/hour. I.e. 11 - 20 participants= 3 CW Staff, 21 - 30 participants = 4 CW Staff, ETC.
      - b. Participants must follow all climbing wall policies while using the space.
    3. Groups hosting a fitness session can request a MSU fitness instructor and would include the cost of Audio/Visual Equipment.
    4. Groups hosting sporting activities can request officials and/or scoreboard use, which includes a scoreboard operator. Officials are available based on individual sports offered at MSU (soccer, basketball, volleyball, etc.)
- c. Other staffing may be required based on reservation needs.

# Facility Use Policies

## 3.1 General Rental Policies

- a. All reservation participants must follow
  - i. [MSU Policies and Procedures](#)
  - ii. [MSU Facilities Use Policies](#)
  - iii. [Student Wellness Center Facility Use Policies](#)
  - iv. [MSU Student Wellness Center Facility Reservations Policies and Procedures](#)
  - v. [MSU Campus Recreation Policies](#)
- b. All non-members and non-Montana State University students participating in any event must check in at the Welcome Desk or designated individual with the reservation.
- c. Non-Participant & Spectator Policy
  - i. Non-participants or spectators are allowed to access the facility for various activities, programs, and events at no cost including:
    1. Spectators who wish to view an Intramural sport or contest
    2. Spectators of an approved special event
  - ii. Anyone under the age of 18 must be accompanied by an adult at all times.
  - iii. Once access is granted, spectators must wear a wristband during the entire event
  - iv. Spectators may not utilize equipment or participate in program activities for which they are not registered.
- d. The Student Wellness staff reserves the right to ask any non-participant or spectator to exit the facility at any time if found violating any policies or guidelines.
- e. User agrees not to use any decorative materials including, but not limited to helium balloons, crepe paper (flameproof or not), cellophane (shredded or not), confetti, cotton, corn stalks, leaves, evergreen boughs, sheaves of grain, tape of any kind, streamers, straw, paper, vines, moss, coniferous foliage or any similar flammable or combustible materials in or about the facilities without first securing the prior inspection and Student Wellness Center staff written approval.
- f. User shall not injure, mar or in any way deface the facilities. Users may not drive nails, hooks, tacks or screws into any part of the facilities or make any facility alterations of any kind.
- g. User agrees that it will not stage any act or performance in which fires or flames are involved without the prior Student Wellness Center staff written approval.
- h. Users are required to bring their own extension cords and extension cord covers.
- i. User agrees that it will not use the University's equipment, tools or furnishings, located in or about the Facilities, without first seeking and receiving Student Wellness Center staff written approval.
- j. Walkways must be free of obstructions; ADA access points must be maintained.
  - i. **ADA Compliance and Indemnification:** The user agrees and warrants that it shall comply with all laws, rules, regulations and ordinances having jurisdiction over it. This shall include, without limitation, all fire codes, building codes and all applicable provisions of the Federal Americans with Disabilities Act. Specifically, during the time of its occupancy of the facilities, user agrees to provide, at no cost to the University, sign language interpreters, auxiliary aids and any other services required under the ADA for the events held at the premises. User agrees to indemnify University and its employees from any claims, losses, suits, proceedings, damages or liabilities, including attorneys' fees, that arise out of or based on the grounds that the facilities or services provided by the user failed to comply with the applicable provisions of the ADA or any other applicable law. user agrees to reimburse University for any legal or other expenses incurred by Montana State University in connection with investigation of defending against such claims, losses, suits, proceedings, damages, or liabilities, as and when such expenses are incurred.
  - ii. Accessible routes and supporting amenities can be found on the [MSU Accessibility website](#).
- k. Alcohol is prohibited unless an alcohol permit has been approved by MSU. See alcohol policies 3.5 in Reservation Policy Manual.



- l. Event equipment such as ground lying platforms, frame-based stages, tables and chairs are allowed with prior Student Wellness Center staff written approval. Users must take the necessary action required to assure the safety of the performers and the public.
- m. User agrees that no live animals, with the exception of service animals, will be brought into the facility without prior Student Wellness Center staff written approval.
- n. In addition to the scheduled event duration, reservation quotes will account for all hours the facility is offline and unavailable for general users, and dedicated staffing costs associated with the rental.
- o. User agrees to protect, defend, indemnify and save harmless the State of Montana, the University, its elected and appointed officials, agents, and employees, while acting within the scope of their duties, from and against all claims, liabilities, demands, causes of action and judgments, of any kind or character, including the cost of defense thereof and reasonable attorney fees, caused, in whole or in part, by the user's employees or third parties, including but not limited to event participants and observers, on account of damage to property, personal injury, bodily injury, death, or financial loss which injury, death, or damage arises out of services performed or omissions of services or in any way, directly or indirectly, arise, or allegedly arise from the acts or omissions of the user and/or its agents, employees, representatives, assigns, or subcontractors, except the sole negligence of the State, under this agreement.

## 3.2 Turf Policies

- a. No metal cleats or toe spikes are permitted on the turf at any time.
- b. Penetrating the turf field with stakes, flags, or other material is prohibited.
- c. Pole tents are prohibited due to the potential for damage to the turf and underground utilities. Frame tents are permitted.
- d. The following adopted policy will serve as guidelines for staff to decide when to cancel/suspend activities due to extreme cold or heat or the presence of thunder and lightning at outdoor field locations.
  - i. Heat Index  $\geq 95^{\circ}\text{F}$ : Encourage water breaks at this temperature and higher.
  - ii. Heat Index  $\geq 100^{\circ}\text{F}$ : MANDATORY water breaks at this temperature and higher. Encourage alterations to uniforms. Activity may be suspended.
  - iii. Heat Index  $\geq 105^{\circ}\text{F}$ : All activity must cease until the Heat Index cools to below  $105^{\circ}\text{F}$ .
  - iv. Wind Chill  $\leq 15^{\circ}\text{F}$ : All activity must cease until the Wind Chill rises above  $15^{\circ}\text{F}$ .
  - v. Air Quality Index 150+: All activity must cease until AQI improves.
- e. In the event of thunder/lightning conditions, Facility Monitors should use the WeatherBug App to track the storm's distance from the field. If there is a lightning strike within 10 MILES of the fields, Facility Staff will stop play of all outdoor activity immediately for a period of 30 minutes. This delay will extend for an additional 30 minutes from the last strike within 10 miles (Ex. After 25 minutes of the first delay, there is another lightning strike at 8 miles. The delay will extend an additional 30 minutes & the clock restarts). Delays are not cumulative – so if there are 6 strikes of lightning, there will be a 30 min delay from the LAST strike.
  - i. Participants will be directed to shelter in place, head to their cars, or leave the facility. Participants MUST leave the field. Under no circumstances will a participant be allowed to remain on or return to the field unless a Facility Supervisor gives permission. Activity may only resume when the on-site Facility Supervisor gives permission.
- f. During snowy conditions, Lambert Turf Field will be plowed the day before any scheduled events. If there is snow throughout the day with a scheduled evening event, MSU Campus Recreation will attempt to plow snow during the day leading up to the event.
  - i. Snow accumulation of 2 inches or more may result in cancellation of the event
- g. User agrees that no vehicle may drive on Lambert Turf Field OR Grass Fields without prior authorization from MSU Campus Recreation. If approved, user agrees to cover turf field with a temporary durable surface approved by FieldTurf and take other action as required by MSU Campus Recreation. Any damage to the turf field caused by any participant or the user will be billed to the user.

### 3.3 Montana State University Student Reservation Requests

- a. Montana State University general student users are encouraged to utilize space on a first come first served basis.
- b. Any official requests submitted by general student users (non-registered student organizations) will be charged at the Montana State University Affiliate priority rate and will not be allowed the first three hours free.
- c. Event requests with non-Montana State University students will be charged at the non-affiliate rate.
  - a. Visiting club sports for competition would be exempted and charged the student organization fee structure.

### 3.4 Food & Beverage

- a. MSU Policy [800.00 Food Sales, Alcoholic Beverage Service and Vendors - MSU Policies and Procedures | Montana State University](#).
  - i. All off-campus food and beverage services must be approved in advance by the Conference Services Director and the University Food Services Director.
  - ii. All food served must be approved by the university Environmental Health Specialist. All caterers or food vendors must comply with the university beverage contract.
  - iii. Any food or beverage served on campus must meet all applicable federal, state and local codes pertaining to food preparation and food service to the public
- b. Set up, floor covering and cleaning fees may apply based on the type of catering needs.
- c. All leftover food and catering equipment must be removed promptly from the area following the event.
- d. All waste should be placed in the receptacles provided.
- e. Food and drink are only permitted in the following areas unless otherwise approved:
  - i. Commons, multi-purpose #1, multi-purpose #2, multi-purpose #3, Group Room #1
- f. Except water, NO food or drinks are allowed on any turf surfaces unless otherwise approved:
  - i. Users are permitted to have food and beverages in the *pavilion area* of the Lambert Turf Complex.
- g. Glass containers are not permitted at any Student Wellness facility.
- h. Chewing gum is not permitted in activity spaces.
- i. Concessions (sale of food or other items) not permitted without prior written approval & accordance with MSU Policy.

### 3.5 Alcohol

- a. Events with alcohol may be allowed in conformance with University Policy: Refer to the MSU Policy [Events with Service of Alcoholic Beverages policy](#).
- b. The process for approving the consumption and/or sale of alcoholic beverages originates with [University Catering](#).

### 3.6 Outside Vendors or Sponsors

- a. Any outside vendors or sponsors in attendance for an event must be pre-approved and disclosed in the request form.
- b. Approval for vendors or sponsors is subject to the intentionality, participation (promotion, solicitation, operations) and alignment with Student Wellness mission, vision, and values as well as the MSU Policy on [Sales/Promotions and Outside Vendors](#).
- c. All charges, scheduling and logistics with 3rd party should be coordinated by the user. The user is responsible for ensuring that the vendor complies with all campus policies and rules.
- d. If 3rd party vendors are utilized by the user, damages caused by said 3rd party vendor will be the responsibility of the user.

### 3.7 Parking

- a. Parking is not included or provided in reservations. Requester and all attendees are responsible for paying for their own parking.
- b. Visitor parking lots and garages are available on campus with automatic pay stations. The license plate of the vehicle parked will need to be entered at the pay station upon payment. The receipt does not have to be displayed on the dash of the vehicle.
  - i. Visitors may also choose to download the Passport App to pay for parking in the Parking Garage (Zone 2361)
  - ii. More information can be found through [MSU Parking Services](#).
- b. Parking is not allowed in any service-drive areas including the drive north of the Turf Field and the lot between the Student Wellness Center and the Brick Breeden Fieldhouse.
  - i. No event parking along 15<sup>th</sup> St, Lincoln, or Willow Way.
  - ii. Any violations to the above rules will be ticketed by the City of Bozeman and/or University Police. Please advise your participants of this information.
- c. Loading & unloading of materials will need to be coordinated with reservation logistics.

### 3.8 Media and Photography Policy

- a. All photography, videotaping, or other forms of media by non-Student Wellness employees requires approval by the Student Wellness Center Marketing Strategist and/or [University Communications](#), and must align with [MSU Film, Photography and Audio Recording on Campus Policy](#).
- b. Guidelines:
  - i. Once approved, individuals will receive a photography pass that is to be worn while taking photos in the facility. This will show facility staff that photography access has been granted.
  - ii. Once access is granted, photographers must wear an access badge during the entire shoot. Badges must be returned to the Welcome Desk at the completion of the shoot.
  - iii. Photography must be conducted without disruption or limitations to Student Wellness operations, accessibility of equipment, entrances/exits, doorways, and high traffic areas.
  - iv. Photography is permitted for noncommercial use only. Photographs may not be published, sold, reproduced, distributed, or otherwise commercially exploited in any manner without written consent from Student Wellness.
  - v. Taking photos or video of individuals without their consent is prohibited and is cause for immediate removal from the Student Wellness Center and may be reported to Montana State University Police, or Dean of Students.
  - vi. All personal, professional photo shoots must be approved by Student Wellness professional staff. Subjects must adhere to all facility guidelines during photo events.
  - vii. Photos or video may not be recorded in private spaces such as locker rooms, restrooms, personal care room, or confidential clinical spaces.
  - viii. If user desires to televise or broadcast its event, user agrees to pay all costs in connection with the televising or broadcasting of the event and pay the University an additional fee equal to a negotiated percent of the payments received by user in connection with the use of such televised broadcast.
  - ix. Use of Drones – All Uncrewed Aircraft Systems (UAS) operations must receive prior written approval from University Communications, Safety & Risk Management, University Police and/or the Office of Research Compliance: [MSU UAS Policy](#)

# Insurance Requirements, Deposits, Cancellation and Payments

## 4.1 Certificate of Insurance

- a. MSU requires that any organization using MSU premises for an event must have insurance that names MSU as an additional insured. The insurance for the event must also meet [the requirements](#) outlined by MSU Safety & Risk Management. Call 406-994-6888 with questions.
- b. User will maintain and confirm all MSU and/or Commercial General Liability insurance including bodily injury, personal injury and property damage, with combined single limits of not less than \$1,000,000 each occurrence and \$2,000,000 general aggregate; and if applicable, Workers' Compensation with statutory limits. General liability coverage shall be occurrence coverage with the State of Montana and Montana State University named as Certificate Holder and endorsed to the user's insurance policy as an Additional Insured. The university reserves the right to require other types of coverages and limits, depending upon the nature of the event/activity or anticipated number of attendees. All external parties are required to provide a certificate of insurance 10 days prior to the event.

## 4.2 Payments

### Invoice and Payment Policy

- i. Quotes expire 30 days after delivery to requestor.
- ii. Payment is due 30 business days after the final invoice has been generated and sent via email.
- iii. Rental rates are generated based on time used and priority listing.
  - a. Additional fees may include additional set up, staffing costs, equipment needs, security, IT and potential custodial fees as necessary.
  - b. Reservation costs will account for all hours the facility is offline and unavailable for general users.
- iv. Acceptable payment options include credit card, check, or departmental Banner Payment Authorization (BPA) for Montana State University affiliates.
  - a. If paying by check please make payable to MSU Campus Recreation and include your invoice number in the memo line. Checks can be mailed with the following information:

Montana State – MSU Campus Recreation  
Business Office Manager  
950 W. Grant St.  
Bozeman, MT 59717
- v. Lost or Damaged Equipment and Custodial Charges
  - a. The user agrees to clean and return the rented facility in the same condition it was received.
  - b. Additional fees and charges are added to the final invoice for any lost/damaged equipment or if additional cleaning or maintenance charges are required at the conclusion of an event.
  - c. Any additional charges will be determined on a case-by-case basis and will be documented by Student Wellness staff.

We look forward to hosting you in the MSU Student Wellness Center. Please direct any questions to [campusrec@montana.edu](mailto:campusrec@montana.edu).

