



4141 28<sup>th</sup> Avenue South | Fargo, ND 58104 | 701-271-0263

## EVENT CENTER AND MEETING ROOM GUIDELINES

### The following policies and procedures have been established:

- Staff are present during normal business hours. (*Monday through Friday 8 a.m. to 5 p.m.*)
- DMF allows its partner charity and civic organizations to use the building, but reserves the right to deny or revoke use of the facility to any organization or individual at its sole discretion, for any reason.
- Our facility is available before or after normal business hours. (see **After Hours Procedures**)
- We operate with great fiscal responsibility and do not have daily janitorial service. Guests who tidy up, treat our equipment as if it were their own, are self-reliant and considerate will be welcomed back.
- In most cases, you'll need to reserve a room at least 48 hours in advance.
- If you have questions or would like to schedule a tour, please contact the facilities manager at 356-3134 or [dmfbuilding@dakmed.org](mailto:dmfbuilding@dakmed.org).

### After Hours Procedures:

1. A key needs to be picked up during normal business hours the day of or day before the event. Instructions how to lock and unlock the main door will be provided. **Main door must be locked before you leave the building. Once main door has been locked, re-entry is not possible.**
2. Building key can be left on reception desk or returned the next day during normal business hours.
3. There is a \$100 replacement fee if you lose the key.

### Audio/Visual Equipment:

1. Equipment for projection and sound are permanently connected in each room and are available for use. Please bring a laptop. **MAC users: bring adapter to connect with our equipment.** *DMF assumes no responsibility for equipment brought into the building. Use of outside equipment may be denied depending on the nature of the equipment and its impact on the rest of the facility.*
2. **We do not have technology staff. Please test technology prior to the start of your event.**
3. You will be responsible for paying for replacement of any equipment damaged, stolen or destroyed, if beyond normal wear and tear.

### **Building/Grounds:**

1. Organizations will be held financially liable for any damage to or loss of equipment, furnishings, kitchen items or other property. Privileges may be revoked if damages occur. This also applies to the atrium, patio, parking lot and grounds.
2. The building is handicap accessible. Assistance animals are permitted in the building, but not in the Essentia Health Teaching Kitchen.
3. There are approximately 100 parking spaces and they are free to you and your guests during your use of the facility. A bike rack is available near the building.
4. Reservations cannot be transferred to another group without making prior arrangements with Ashley.
5. Tables and chairs can be reconfigured in the Event Center. Please return them to their original layout when your event has ended.
6. Reconfiguration is not possible in the Alex Stern Family Foundation Board Room.
7. Open flames are prohibited as well as hazardous materials such as paints and solvents. Sterno flames are permitted only by caterers and should be removed from the building after use.
8. The use of tobacco products is not permitted in the building, on the patio, parking lot or grounds.
9. Do not tape, tack or adhere anything to walls, doors, windows or ceilings. Please do not slide furniture across the tile floor. Pictures may not be removed from walls. Please do not use glitter or confetti. Remove decorations/displays when your event has ended.
10. Equipment, supplies or personal belongings cannot be stored in the reserved space before or after use unless arrangements have been made with Ashley. DMF is not responsible for items left behind.
11. Filming in or around the building must be pre-approved by a DMF representative.
12. During winter months, snow removal is provided in the parking lot and on sidewalks prior to the building opening at 8 a.m. weekdays. If your event is held late in the day, snow may have accumulated on the sidewalks and you may wish to arrive early enough to clear it from walkways. Please make special arrangements with us for weekend snow removal.
13. An adult must be present at all times if youth under the age of 18 are in the building.
14. Children cannot be left unattended while parents/guardians attend a meeting or event.

### **Cancellations:**

1. Cancellations should be made as soon as possible by contacting the facilities manager at [dmfbuilding@dakmed.org](mailto:dmfbuilding@dakmed.org) or 356-3134. All cancellations without prior notice will be considered no shows and will be billed \$25 for the Alex Stern Family Foundation Board Room and \$100 for the Event Center.
2. In the unlikely event we have to cancel your reservation, we will notify you as soon as possible.

### **Cleaning:**

1. We operate with great fiscal responsibility and do not have daily janitorial service.
2. When your event has ended please clean your meeting space(s). This will include a variety of things such as washing tables, wiping down chairs, washing dishes, water pitchers, etc. An exit checklist with cleaning instructions will be provided when you arrive for your event. Cleaning supplies are provided.

3. If you use the kitchen for any food prep for your meeting, it will need to be cleaned and sanitized before you leave the building. Instructions and cleaning/sanitizing supplies are available in the kitchen.
4. There is a large commercial dishwasher available for your use. If you plan to use this and have not used it before, brief training will be needed to learn how to operate it properly. Contact Ashley for training.

#### **Emergency Procedures:**

1. Contact information after normal business hours:
  - In the event of fire or medical emergency, ***first call 9-1-1***, then contact Michael Schumacher at 701-367-5802. **If using a DMF landline phone, first dial 9 for an outside line.**
  - If there's a problem inside (other than audio visual equipment) or outside the building that needs immediate attention, contact Todd Anderson (# listed above).
2. An AED (Automated External Defibrillator) for sudden cardiac arrest is located in the atrium by the front door.
3. Guests should take immediate action to ensure their own safety. When fire and smoke are reported, evacuate the building.
4. Restrooms were designed as storm shelters and should be used in case of emergency or inclement weather.

#### **Food and Beverages:**

1. ***There are no vending machines in the building.***
2. Food and beverages are allowed in all rooms. Plan to arrive early enough to prepare these items.
3. Health is a high priority at Dakota Medical Foundation. We encourage that you plan your meals and refreshments with the health of your attendees in mind.
4. You can bring in food or use a caterer. If using a caterer, please make arrangements including delivery and pick-up times and supply of any paper products. Please be present to accept deliveries.
5. We have water pitchers and coffee servers. Please supply your own coffee. Feel free to use our coffee maker and filters.
6. Alcohol is permitted only if using a caterer and the caterer has the appropriate alcohol license and liability insurance. A cash bar is permissible if a licensed establishment is selling and serving it.
7. Dispose of any food leftovers before you leave the building in the outdoor receptacle located at the northwest corner of our parking lot or bring along containers for packaging and take them with you.
9. We do not have table linens. They can be rented by contacting Brad at AmeriPride at 232-7484. You are responsible for picking up the rented linens, dressing the tables and returning the soiled linens when your event has ended. You will receive a bill from AmeriPride for the rental.

#### **Services:**

1. Wireless internet is available throughout the building.
2. Please arrive prepared with your materials. If needed there are limited office supplies and a copier available in the atrium.