



**GREAT FALLS
COLLEGE**

**MONTANA STATE
UNIVERSITY**

Room Rental Terms & Conditions

Please read all terms and policies carefully. By clicking agree, you acknowledge and agree to abide by all terms and policies. In submitting a reservation request, you acknowledge your responsibilities while using all campus facilities and your liability for their use.

Any damages to the campus, facilities, equipment or persons in attendance will be the responsibility of the company and/or party signing this agreement. To avoid personal responsibility, please provide Great Falls College a Certificate of Liability Insurance from your insurance carrier with Great Falls College MSU named as the additional insured.

All fees must be paid 10 days in advance of the event. Failure to make payment will void your reservation.

Payment of any type will be refunded only if the event is cancelled a minimum of 7 days prior to the event starting date.

IT and event coordinator services outside the perimeter of regular business hours will be charged a minimum of 2 hours.

Solicitation of funds by any person or organization may not be conducted unless prior written permission is granted by the executive director of operations. Refer to [Board of Regents Montana State University System Policy 1008.A.5 – No solicitation.](#)

Commercial activities or events involving the sale of goods and services are only permitted with prior written permission from the executive director of operations. Refer to [Board of Regents Montana State University System Policy 1008.A.6 – Commercial Activities.](#)

Great Falls College is a tobacco-free campus. Please refer to [Great Falls College policy 601.3 Tobacco Use.](#)

Possession, use, or threatened use of firearms, ammunition, explosives, chemicals, and/or any other weapons are prohibited. This applies to all campus locations, including campus grounds and parking areas. Violations of this policy will result in referral for prosecution. Please refer to [Great Falls College policy 601.1 Weapons.](#)

Alcoholic beverages will only be served on the Great Falls College campus with the written approval of the CEO/Dean. The CEO/Dean reserves the right to deny any request for serving alcoholic beverages when, in their judgment, any interest of the college is adversely affected. Security services are required for any event serving alcohol and will be coordinated through the college. Find the full policy statement [here](#). The request form can be found [here](#).

Service animals are the only animals permitted on campus. Please refer to [Great Falls College policy 606.1 Animals on Campus](#).

Please request permission prior to posting materials on walls or other surfaces. Permission may be granted by the event coordinator or the facilities director. Please use only mylar balloons for decoration to protect those with latex sensitivity. Bringing extension cords will provide you with flexibility in room setup.

Violations of any of these policies may result in loss of reservation privileges on the Great Falls College campus.

If you have any questions, please contact Event Services at 406.771.2268.