



Greetings and thank you for your interest in using the Payne Family Native American Center (PFNAC) at the University of Montana operated by the College of Humanities and Sciences. The University of Montana resides on the traditional lands of many Indigenous peoples including the Selis (Salish), Ksanka (Kootenai), and Qlispe (Kalispel). Many others Indigenous peoples including the Amskapi Pikuni (Blackfeet), Nimiipuu (Nez Perce), Shoshone, Bannock, and Coeur D'Alene also relied upon their traditional knowledge and relationships with this land and this space for survival in the past and today.

The Payne Family Native American Center is the home to academic, student services, and educational institutes. As home to a diverse array of American Indian Departments and services we strive to have a positive, welcoming, and safe space for all who enter. The building was funded by private donors and the state of Montana to embody the University of Montana's strong commitment to Indigenous peoples of our state and nation. It is the site of a historic Salish Indian encampment, and the building is designed to reflect and honor that important legacy as well as the heritage and cultures of all Montana tribes.

Native American Studies (NAS) is the academic home situated within the PFNAC and NAS has a strong commitment to provide a high quality, comprehensive set of educational offerings in Native American education. The PFNAC is also home to a student lounge, computer lab, study areas, conference room, Native American Student Association meeting room, and classrooms fully equipped with the latest instructional technology. The Montana Board of Regents has ultimate regulatory authority over the academic building and all events are required to act in compliance with University of Montana Access and Use policies available at <https://www.umt.edu/facilities/pdfAndOtherFiles/FacilitiesUse80.0Procedure.pdf>

Hosting Your Event

The Payne Family Native American Center hosts a variety of educational events. The Payne Family Native American Center has six (6) classrooms, one (1) Rotunda – Gathering Space, one (1) outdoor wood fire pit with seating, 1 computer classroom, and 1 conference room. The spaces are primarily used for educational purposes but can be reserved for events when not in use for academic classes.

The Payne Family Native American Center is modern and comfortable with updated technology in classrooms, and a Rotunda overlooking the campus and Mount Sentinel, make this an ideal setting for professional workshops and conferences. Classroom spaces include a computer, projector, and roll-down screen with one classroom featuring flat screen TVs (009).

The Bonnie Heavy Runner Gathering Space (Rotunda), named in honor of the first NAS director (1991-1997) during the planning phase of proposing the new Native American Studies building on campus. Bonnie "Sim-Sin" Heavy Runner (1957-1997) earned her bachelor's degree in social work and her law degree from the University of Montana. The space

serves as a gathering place for larger crowds in the Native American Community.

If you are interested in reserving space at the Payne Family Native American Center, please contact Gisele Forrest, Administrative Associate, at Gisele.Forrest@mso.umt.edu.

PFNAC space use

The PFNAC is vibrant and dynamic academic and student focused space. Activities that are welcome include accessible educational events that are focused upon Native American or academic topics, free of charge, Indigenous Community-driven, health and mental health wellness, and supporting indigenous scholarship and creative works. We ask that the space in the building and surrounding area be treated with respect for the space and the indigenous peoples who continue to reside in or near our campus and region. The PFNAC is intended to be a space for knowledge sharing to increase students' success at UM through collaborative leadership roles preparation for leadership in Montana tribal communities and the region.

Prohibited Use

University facilities and areas may not be used in ways which:

- Obstruct or disrupt teaching, research, administration, disciplinary procedures or other University activities or operations, or any other authorized activities on University premises;
- Interfere with the rights of others to enter, use or leave any University facility, service or activity;
- Expose persons or property to safety hazards or risk of injury; or
- Are illegal or unlawful.

Restrictions on Use

The University reserves the right to impose reasonable time, place, and manner restrictions, including, but not limited to the following:

- 1 Amplification equipment or use of public address systems will not be permitted on University property or in University facilities if it interferes with the learning environment or the individual rights of those living or working on or near University property.
- 2 No person may sleep in, camp on or inhabit any University facility, parking lot, natural area, or other university property that is not designated as a residence hall or graduate and family housing
- 3 Smoking and all other tobacco use is prohibited consistent with the [Tobacco Free UM Policy No. 1019](#).
- 4 The use, possession or distribution of alcoholic beverages is prohibited on University property or in its facilities, except as expressly permitted by law and the University's [Alcohol/Drug Policy](#). The unauthorized use, possession, manufacture, distribution or sale of narcotics or dangerous drugs is prohibited on University property or in its facilities.
- 5 The possession or use of firearms, explosives, weapons, including knives, swords, nun chucks and other martial arts weapons, bb guns, and dangerous chemicals is prohibited except as expressly authorized by law and University policies.

The University is committed to promoting safe conditions for persons attending events. Certain venues may post and enforce specific restrictions to achieve this objective. For example, patrons may be asked to open containers, picnic baskets, bags, coats, jackets, etc. to confirm compliance with these requirements. Certain venues and events at venues, may prohibit items, such as stroller, backpacks, glass bottles, air horns, thermoses, etc. Patrons who are intoxicated, cause a disturbance or disruption, or who otherwise violate building rules are subject to removal from the venue and/or event without refund of ticket price.

Rooms

<i>Room</i>	<i>Capacity</i>	<i>Technology</i>	<i>Flexible</i>
NAC 009	39 seated	Projector, Roll-downscreen, computer, 2 flatscreen	Yes
NAC 011	49 seated	Projector, Roll-downscreen, computer	Yes
NAC 014	LAB - 30 seated	Projector, Roll-downscreen, computer, 1 flatscreen	Yes
NAC 103	44 seated	Projector, Roll-down screen, computer	Yes
NAC 105	54 Seated	Projector, Roll-downscreen, computer	Yes
NAC 109	10 seated	N/A	No
NAC 201	24 seated	Projector, Roll-downscreen, computer	Yes
NAC 202	22 seated	Projector, Roll-downscreen, computer	Yes
NAC 211	15 seated	N/A	Yes
FIRE PIT	25 seated	N/A	No
ROTUN DA	200 no furniture/equipment, 70 with round tables	N/A	Yes

As a University of Montana academic building governed by the Montana University System and funded by student tuition, UM, and donors, academic classes are prioritized over any ad hoc event. Prioritization after academic classes is as follows:

1. Internal NAS Department use
2. University Academic Use (*events hosted for UM campus that are free*)
3. University Use (*events hosted for community and registration fee's charged*)
4. Student Use including AISS unless cosponsored by NAS
5. Indigenous Community Focus
6. Community Use

Usage Rates

Rates Effective June 2022 (*see Usage Fees for additional information)	Rotunda-Gathering Space	Classrooms	Conference Room	Fire Pit
Internal College Use	\$0	\$0	\$0	\$0
University Use	\$250	\$38	\$38	\$40
University Use– Department Sponsored (see department sponsorship for criteria)	\$0	\$38	\$38	\$0
Non-profit Use	\$300	\$125	\$68	\$90
Non-profit Use – Department Sponsored (see criteria for department sponsorship)	\$250	\$0	\$38	\$40
Public Use	\$500 *	\$76	\$76	\$100

Native American Studies Department Sponsorship

Native American Studies is an academic discipline committed to examining the contemporary and past experiences and life ways of the first Americans from their perspective. The curriculum is designed to provide a study of American Indians from a holistic and humanistic viewpoint by focusing upon their cultures, history, and contemporary life. Courses are designed for both Native American and non-Native American students so they can better understand human similarities and differences, thereby leading to the development of better communications and cross-cultural relationships.

For department sponsorship, you must meet at least 3 of the following criteria:

- ✓ Academic focused
- ✓ Free of charge
- ✓ Educator focused
- ✓ Indigenous Community focused
- ✓ Mental Health focused
- ✓ Diversity, Equity and Inclusion focused

If you would like to request a NAS Department Sponsorship, applications are available [here](#). Please send the completed application to Gisele.Forrest@mso.umt.edu. Applications should be submitted 8 weeks prior to your event.

Usage Fees (*from fee schedule, please note)

Room Usage fees are intended to support the upkeep of the Payne Family Native American Center. The fees are charged based on the fee schedule listed above. The usage fees do not include setup, breakdown, cleanup, catering, technology, equipment or event facilitation fees.

Custodial Fees (Index code required for UM entities):

Regular - \$28.00/hr.

Overtime - \$38.00/hr. - Minimum 2 hours for all overtimes.

Holiday - \$58.50/hr. - Minimum 2 hours for all holidays.

For a comprehensive quote, contact Montana Event Services at 406-243-4119 or go [here](#).

Cancellation Policy

In the event a reservation must be canceled by any group or organization, notice of cancellation must be in writing via email to Gisele.Forrest@mso.umt.edu and be received no later than the seven business days prior to the event. Cancellation may result in a cancellation fee being charged, as well as forfeiture of the security deposit, rental fee and other charges, and/or a combination of some or all of these amounts. Please consult with NAS regarding current cancellation fees or with any other questions or concerns.

Event Scheduling

To schedule an event, please contact Gisele Forrest, Administrative Associate, at Gisele.Forrest@mso.umt.edu or at 406-243-5851 to check availability.

Please note that if an employee or student is issued a key access to building and/or office the access is subject to review and can be revoked if policy or student conduct code violations occur. **Lost keys** are subject to replacement cost responsibility and/or building re-key cost to maintain security in the building.