

## **GUIDELINES FOR USE OF DISTRICT FACILITIES & SERVICES BY EXTERNAL ORGANIZATIONS**

**Facility Use for Northcentral Technical College (NTC) will be available to those organizations within the District that are aligned with the overall mission of the college and do not interfere with the District's operations.**

The use of all the classrooms and meeting spaces will be reviewed through the rental request process found on the Facility Rentals page of the Business & Industry website. First priority will be set for all of the college's open enrollment and program courses. Requests are processed in the order they are received and can be subject to a re-submit based on date of future event. Rental contracts are for events Monday – Sunday during regularly scheduled open hours for each specific campus.

### Partnerships

- ▶ Second preference for classrooms will be given to partners who collaborate to provide learning pathways for NTC staff and students (via transfer agreements, articulation agreements, etc.). Rooms may be made available to others as space permits.
- ▶ The NTC President (or designee) may deviate from this policy in terms of space or services provided and/or rates charged if it is in the best interest of the college and formed partnership relationships. In those cases, a separate Memorandum of Understanding will be developed for use with partners in these special circumstances.

### Non-approved Events

- ▶ Any organization looking to profit from sales of a business or product
- ▶ Any organization that may conflict with NTC core mission, vision, values, products or services
  - Financial aid workshops
  - Transfer workshops
  - Employment workshops
  - Training that is already offered by the college
- ▶ Any organization representing religious beliefs, etc.

If you would like a full copy of the Guidelines for Use of NTC District Facilities please indicate on your request form in the notes section.

**WAUSAU CAMPUS ONLY:** Per contract with Canteen, no food or beverage carry-ins are allowed from external agencies unless approved by on-site café manager. Small items (bag of candy) can be allowed – but any meals need to be coordinated by Canteen directly with the client renting the facility. Vending is available.

Website: [NTC Campus Cafe - Canteen Catering](#)

Email: [campuscafe@ntc.edu](mailto:campuscafe@ntc.edu)

Phone: 715.803.1476

**Facility Use Rates listed on website are effective March 20, 2017 (All NTC Campuses)**

### Additional Fees and Information:

- ▶ Room fees are based on an hour fee; no ¼ or ½ hours charged; time will be rounded up to full hour
- ▶ 15% Administration Fee applied for events exceeding 8 hours or more than 1 day
- ▶ Professional Conference Center and Divided Training Room (Wausau) = \$25 flat fee applied for IVC or any technology request

- ▶ Regional & CBI rooms = \$25 flat fee applied for IVC or additional technology requests
- ▶ Professional Conference Center and Divided Training Room (Wausau) = \$75 flat fee applied for room set-up request
- ▶ Parking Lot or Courtyard = \$100 flat fee applied for setup/cleanup request or if required

Additional Support:

- ▶ IT Support Personnel = \$140 per hour
- ▶ Security Personnel = \$100 for Security Guard (4 hours for 2 guards) request or if required

*Rates and additional fees apply to profit and non-profit organizations.*