

NIC Facility Use Guidelines

November 13, 2007

Facility Use Coordinators

Facility Use Coordinators are assigned to assist users in reserving and utilizing college owned spaces. These individuals are authorized to approve the use of the facilities to which they are assigned. Possession of keys to NIC facilities does not authorize the holder to use facilities without following these guidelines.

Coordinators are assigned as follows:

Classrooms, Instructional Space, & Outreach Centers	Pam Claflin
Performing Arts Center	Justin Van Eaton
Work Force Training Center	Debbie Hanna
Athletic Facilities	Patty Stewart
Library & Todd Lecture Hall	Nancy Edwards
Student Union	Sharon Hoffman
Residence Hall	Lanny Stein
All other facilities	Jim Headley

Coordinators will:

- Make reservations for users and submit the reservation to the master calendar.
- Complete the necessary paperwork to assist the Conference & Event Office with the assessment of fees and billing.
- Be members of the Campus Events Committee.

Given differences of opinion on what may define a "Recruitment Event", President's Cabinet will review events on a case-by-case basis to determine if an event qualifies for differential rates.

The coordinator for Classroom & Instructional Space will coordinate all facility use requested by accredited colleges & universities.

Conference & Events Office (CEO)

The CEO will maintain a master calendar of facilities use in coordination with the Office of Instruction and be responsible for:

- Maintaining the CEO website with current Facility Use Guidelines, Forms, Fee Schedules & Updated Calendar.
- Providing estimates to all parties of facility charges
- Assessing and collecting charges as defined by the Facility Use Fee Schedule
- Completing the necessary paperwork to inform Security, Grounds, Custodial, and other offices as appropriate.

- Billing parties for facility use
- Chairing the Campus Events Committee
- Informing users of appropriate waiver processes

Self-Supporting Facilities

Certain facilities on campus are defined as “Self-Supporting”. These include:

- The Student Union
- The Residence Hall
- The Performing Arts Center
- Athletic Facilities
- The Workforce Training Center

Fees for self-supporting facilities will be assessed to all users with the exception of student groups as defined in Appendix A.

Facility Use Fees

Fees will be charged to users as defined in Appendix A. No group will be exempt from paying for Technical Support Fees.