

# NIC Facility Use Guidelines

June 15, 2011

## 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	Cheri Beard <a href="mailto:Cbeard@nic.edu">Cbeard@nic.edu</a> 208-769-3400
Performing Arts Center	Justin Van Eaton <a href="mailto:JRVanEaton@nic.edu">JRVanEaton@nic.edu</a> 208-769-3424
Work Force Training Center	Terry Cruz <a href="mailto:Tlcruz@nic.edu">Tlcruz@nic.edu</a> 208-769-3296
Athletic Facilities	Patty Stewart <a href="mailto:Patty_stewart@nic.edu">Patty_stewart@nic.edu</a> 208-769-3348
Library & Todd Lecture Hall	Nancy Edwards <a href="mailto:NKEdwards@nic.edu">NKEdwards@nic.edu</a> 208-769-3215
Student Union	Sharon Hoffman <a href="mailto:Sharon_Hoffman@nic.edu">Sharon_Hoffman@nic.edu</a> 208-769-3361
Residence Hall & All Other Facilities	Lanny Stein <a href="mailto:LAStein@nic.edu">LAStein@nic.edu</a> 208-769-3360

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 & Instruction 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
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- 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

## **Facility Use Fees**

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

## **Appendix A – NIC Facility Use Fees**

All facilities at NIC are financially supported by both General Fund dollars as well as income earned from facility rentals.

Section A outlines the Facility Use Fees for minimum charges to both internal and external users for Self Supporting Facilities (Athletic Facilities, Schuler Performing Arts Center, Edminster Student Union, Residence Hall, and Workforce Training Center).

Section B outlines the Facility Use Fees for minimum charges to both internal and external users for all other facilities including, but not limited to, Yap-Keehn-Um Beach, Classrooms, Conference Rooms and surrounding grounds.

Costs may be higher depending on the type of event, whether the users are holding a for-profit event, if there is associated revenue from television networks or advertisers, or other considerations. Also, a deposit may be required.

Users **hosting** an event have the obligation to pay all of the associated costs based upon the guidelines below. User groups **sponsoring** an event have committed to providing funds towards the associated costs, but may be only one of several groups committed to paying for the event.

## **User Definitions**

### *Student Groups*

Student groups are recognized by ASNIC or with an officially-sanctioned college class. Student groups that are hosting, sponsoring, or facilitating an event must be actively involved in all aspects of the event including planning, marketing, implementation, and clean-up.

### *North Idaho College Affiliates*

North Idaho College Affiliates include groups or individuals directly associated with NIC who sponsor or host college-related gatherings.

### *State, Federal, or Non-Profit (e.g., School Districts, Government Agencies)*

Non-profit groups must show proof of their non-profit status by providing appropriate 501(c) 3 documentation.

### *Groups Not Meeting Other Criteria*

All groups that do not meet the criteria from above.

## **Section A – Self Supporting Facilities**

Student Groups:	No room rental charges or community use fees.
NIC Affiliated Groups:	No room rental charges or community user fees.
Non-Affiliated Groups:	Fee Schedule is applied as posted.
Non-Profit or Public Agencies:	15% Discount on room rental charges. Community Use Fees apply.

All groups must pay the Technical Support Fees (wages and equipment costs).

## **Section B – All Other NIC Facilities**

Student Groups:	No room rental charges or community use fees.
NIC Affiliated Groups:	No room rental charges or community use fees.
Non-Profit or Public Agencies:	15% Discount on room rental charges. Community Use Fees apply.

All groups must pay the Technical Support Fees (wages and equipment costs).  
Fund raising is addressed in policy #5 of the Student Union Policy.

### **Request for Waiver:**

Requests for exceptions of these procedures must be submitted to the office of Conferencing & Campus Events using the Facility Fee Waiver Request. Requests for an exception for the Gymnasium or associated athletic facilities must be submitted to the Athletic Director.