

APPENDIX A - NIC Facility Use Fees

November 13, 2007

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, Edminister Student Union, Residence Hall, 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 use 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-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).

Request for Waiver:

Requests for exceptions to these procedures must be submitted to the office of the Vice President for Student Services using the Facility Fee Waiver Request. Requests for an exception for the Gymnasium or associated athletic facilities must be submitted to the Athletic Director.