

North Idaho College Facility Use Request Form (External Organization Event)

This completed form must be received in the Campus Events Office at least 21 working days before your event is scheduled to take place.

Today's Date: _____

ORGANIZATION INFORMATION

Organization Name: _____

Organization Billing Address: _____

Organization Contact Info: _____

Phone

Email

Fax

Event Coordinator: _____

First Name

Last Name

Phone

Email

Cell/Pager

EVENT INFORMATION

Name of Event: _____

Type of activity: () Conference/Workshop () Athletic Event () Meeting () Lecture () Class
() Entertainment () Reception () Fundraiser () Other _____

Date(s) of Event: (Day of the week, month, day(s) and year) _____

DOES THIS INCLUDE: Holiday ___ Saturday(s) ___ Sunday(s) ___ **ESTIMATED ATTENDANCE:** _____

ACTUAL TIME OF EVENT: From _____ (am/pm) To _____ (am/pm)

Access needed: _____ (am/pm) Vacate location by: _____ (am/pm)

FACILITY REQUESTED: () Schuler PAC () Meyer HSB Auditorium () Student Union Building
() Gym () Classroom () Todd Lecture Hall () Other _____

Will any fees be charged to participants in this event?: () No () Yes, specify _____

Will Food and/or Refreshments be served?: () No () Yes If yes, NIC Food Service will handle ALL food and beverage needs. (Arrangements must be made with the Catering Manager - phone 666-8014.)

SETUP REQUESTED: Please note that some rooms have limited setup options

Preferred Layout:

() Theatre Style (row seating) () Conference Rounds () Classroom Style (tables and chairs)

Audio/Visual Equipment (Please Specify):

() Computer for Powerpoint () DVD Player () Lectern () PA System () Screen # _____

() Whiteboard () Flip Chart # _____ () Easels # _____ () Extension Cords # _____

() Other _____

North Idaho College Office Use ONLY

Registration Tables _____ Head Tables _____ Tables in Room _____

Chairs at Registration Table _____ Chairs at Head Table _____ Chairs in Room _____

Other _____

PLEASE READ TERMS & CONDITIONS OF FACILITY USE ON THE BACK SIDE OF THIS FORM.

Campus Events Office, North Idaho College, 1000 W. Garden Avenue, Coeur d'Alene, ID 83814

(208) 769-3361 Fax: (208) 769-7814

TERMS AND CONDITIONS OF FACILITY USE

If granted permission to use the above property or facility and, if any, equipment or services, it is agreed:

- 1. The requesting organization or individual granted use (and those granted access to the property or facility thereby) will abide by all policies, rules and regulations of the Board of Trustees regarding the use of College property or facilities and the conduct of persons in or on College property or facilities, whether now or hereafter adopted.
2. The use of the property or facilities will not in any way interfere with the operations of North Idaho College or any of the programs or activities of the college.
3. The activities to be conducted within the College facilities shall be designed to foster the attainment of positive educational, cultural, recreational, social or civic goals and shall in no manner be directed to activities which involve or encourage the violation of local ordinances, state statues or federal laws.
4. Alcoholic beverages will not be consumed or brought onto College property or in its facilities.
5. Smoking on College property is limited to within 20 ft. of any building.
6. No improvements or structures will be constructed upon College property or in its facilities unless approved in writing.
7. No posters, banners or other informational signage may be attached to walls, doors or windows.
8. College property, facilities or equipment will be used in a careful and prudent manner so as to prevent any loss, defacement or damage.
9. No concessions or other items will be sold in or on College property or facilities unless approved in writing.
10. Within 30 minutes after the ending hour of use, the property or facilities will be vacated and left in as good condition as when such use began.
11. Refunds or additional payments, if any, will be made within 30 days after use.
12. The requesting organization (and the undersigned officer, agent or representative thereof individually and jointly and severally with the organization) or individual, agrees (A) to pay for any loss or damages to person or property or claims therefore resulting to arising from the use of College property or facilities by such organization or individual (and those granted access to the facility thereby) whether from an occurrence at the property or facility itself during such use, before or after such use, going to and from such use, in or about available parking areas, or otherwise, (B) to reimburse or hold harmless the College, and Board of Trustees, and the members, agents and employees thereof from any such loss, damage or claim, including, but not limited to, its or their attorney's fees, and (C) to pay any attorney fees and costs paid or incurred by North Idaho College to enforce any obligations imposed under this paragraph or otherwise in this application.
13. The requesting organization shall provide public liability insurance for personal injury and/or property damage as specified. A Certificate of Liability Insurance in the amount of \$1,000,000 is required with North Idaho College named as additional insured.

*Approved use is confined to the immediate proximity of "Designated Location" only.

It is also understood and agreed that all conditions of this agreement must be met prior to use.

I have read the Terms & Conditions of Facility Use at North Idaho College and agree to follow such terms if the Facility Use Request is approved:

Signature of Event Coordinator Date

TO BE COMPLETED BY CAMPUS EVENTS OFFICE ONLY

THESE ARE COST ESTIMATES ONLY - SEE ATTACHED FOR DETAILED COST BREAKDOWN

User Fees

Space Rental only \$ Setup Charges \$ A/V, IT Equipment Charges \$

Service Fees - OVERTIME FEES MAY BE APPLICABLE

Custodial \$ per hr/per person \$ Grounds \$ per hr/per person \$
Security \$ per hr/per person \$ Technician - TBD (Min. of 3 techs needed for Schuler PAC)

TOTAL ESTIMATED CHARGES \$ DEPOSIT REQUIRED \$

APPROVAL FOR ABOVE SPECIFIED USE:

* Designated Campus Location:

Three empty rectangular boxes for location information.

Building/Room Name Room Number Outdoor Venue

Campus Events Coordinator Date