



Event Planning Process

2017

Reservations

Any event that is not a regularly scheduled academic class needs to be reserved through the Campus Event Services Office.

To help us explore your event options, availability and to help establish your priority, please fill out and submit our **Facility Use Request form**.

Facility Use Request Form Location

- Go to www.nic.edu/eventservices this will take you to the North Idaho College Conferencing & Campus Events Rental page.
- Click on **Facility Use Request Form** located in the right menu.
- Please complete form providing as much detail pertaining to event needs.
- Submit Request.

Event Services will contact you pertaining to the availability of space on the dates and times requested. If date and location requested is available, a tentative reservation may be created. Note: depending on event details, it may take up to 2 business days to process your event request.

Once an event date is determined, NIC will email you a confirmation & contract. Please review & return a signed copy to the NIC Conference and Events office located in the Boswell Hall Box Office of North Idaho Colleges main campus. Discounts are offered to non-profit organizations. If you are a non-profit, please also submit a copy of your 501(c)3 tax exemption form.

NIC does require liability insurance for non-NIC sponsored events or activities on campus. Please send a copy of your certificate of liability insurance, naming North Idaho College as an additional insured for the amount of \$1,000,000.00 within thirty days of event to the office for Event Services. This type of coverage is available through an insurance agent (there may be a fee charged). If you have any questions, please contact our office.

For More Information

If you have further questions pertaining to event spaces, availability, etc. please contact Jo Anne Seher at Event Services **208.769.3360 / 208.769.3361** eventservices@nic.edu. We would be happy to answer your questions or meet to discuss your event needs.

Catering Request

All food on campus must go through North Idaho College Dining Services. If client has catering needs they will be referred to Dining Services which will provide client with menu options & costs.

Dining Services will work out a menu with client and notify Event Services that catering orders are completed.

Dining Services Contact

Dining Services can be contacted at **208.666.8014 / 208.691.2874**