



### North Idaho College Facility Use Guidelines

2017

#### 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	<b>Cathy Sparks</b>	208-769-3400	<a href="mailto:ccsparks@nic.edu">ccsparks@nic.edu</a>
Schuler Performing Arts Center - SPAC	<b>Justin Van Eaton</b>	208-769-3424	<a href="mailto:jrvaneaton@nic.edu">jrvaneaton@nic.edu</a>
Work Force Training Center	<b>Terry Cruz</b>	208-769-3296	<a href="mailto:tlcruz@nic.edu">tlcruz@nic.edu</a>
Athletic Facilities	<b>Patty Stewart</b>	208-769-3348	<a href="mailto:pstewart@nic.edu">pstewart@nic.edu</a>
Library & Todd Lecture Hall	<b>Robin McLeod</b>	208-769-3215	<a href="mailto:rformcleod@nic.edu">rformcleod@nic.edu</a>
Edminster Student Union	<b>Jo Anne Seher</b>	208-769-3361	<a href="mailto:jseher@nic.edu">jseher@nic.edu</a>
Residence Hall	<b>Paula Czirr</b>	208-769-5932	<a href="mailto:pczirr@nic.edu">pczirr@nic.edu</a>

#### Coordinators will:

- Make reservations in 25Live or direct requestor to the application form.
- Complete the necessary paperwork to assist the Event Services Office with the assessment of fees and billing.
- Be available for the Campus Events Committee

Coordinators do not have the authority to determine if an event shall receive a waiver. Coordinator can advise applicant how to apply for a waiver. Waivers will be reviewed by the Campus Events Committee.

The coordinator for Classroom & Instruction Space will coordinate all facility use requested by accredited Colleges & Universities.

## Event Services Office (ESO)

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

- Maintaining the ESO 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 not limited to:

- The Student Union
- The Residence Hall
- The Schuler 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.

**Fundraisers:** Associated cost for fundraising will be the responsibility of the sponsoring group.

## 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 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. In addition, a deposit may be required. Some deposits are designated as non-refundable.

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.

Student Groups and NIC Affiliated Groups must meet the guidelines and requirements for fee considerations. 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.

Student Groups and NIC Affiliated Groups must meet the guidelines and requirements for fee considerations. 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 Event 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.