

Procedure Title: Non-Employee Use of Facilities

Impact: Facilities and Equipment

Responsibility:

Effective Date: 12/22/1993

Revised Date:

Reviewed Date:

Relates to Policy(s): 6.02

Legal Citation(s):

I. Rent, Fees, Liability, etc.:

Rental of campus facilities to non-college groups, organizations and agencies is the responsibility of the Campus Events Committee. Facility use request forms are available through the office of auxiliary services.

Rental rates for all facilities will be determined by contractual agreement with North Idaho College. Additional fees for custodial or technical assistance and other services also may be charged. Waiver or reduction of rental and other fees may be requested through the Campus Events Committee. The decision of the committee on waiver and reduction requests may be appealed to the college president.

Any person, group, or organization making use of the college facilities shall be responsible to pay for any damages to the facilities or equipment caused by such usage, other than ordinary wear and tear, and shall be further obligated not to alter or change electrical or heating apparatus, building structures, facilities or equipment in any way.

All persons, groups, and organizations making use of the college facilities shall be required to provide such police protection and/or public liability insurance coverage as may be deemed necessary and proper by the Campus Events Committee or other authorized college representative.

II. User Representative, Staff Right to Entry:

Any group, organization, or agency contracting with the college for use of facilities must provide the name, address and phone number of an authorized representative who shall be empowered to enter into contractual agreements, make necessary decisions, and serve as a contact for college representatives.

The college reserves the right of its representatives or staff to enter and inspect its facilities at any time during their use by outside renters.

III. Publicity:

Signs, posters, or other advertising may not be displayed in any manner inside or outside on college property without permission.

The college reserves the right to publicize events on its campus through newsletters, press releases, programs, or other means, but is not required to do so.

IV. Licenses, Permits, Taxes:

All licenses, permits, and/or taxes required for or resulting from non-college use of campus facilities are the responsibility of the renter.

V. Reserving Campus Facilities:

1. Schuler Auditorium - All reservation requests for use of the Schuler Auditorium will be made either by calling or by writing to the auditorium manager.
2. Classrooms and Lakeside Theater - All reservation requests for use of campus classrooms and the Lakeside Theater will be made by calling or writing to the external relations office. This office will be responsible for checking with appropriate campus offices on the availability of classrooms.
3. Christianson Gymnasium - All reservation requests for the use of the gym facilities will be made by calling or by writing to the gymnasium office.
4. Edminster Student Union and Grounds - All reservation requests for use of the student union and grounds facilities will be made by calling or by writing to the student union director's office.
5. Todd Hall - All reservation requests for use of Todd Hall will be made by calling or by writing to the learning resources director's office.

VI. Special Procedures:

A. Auditorium Publicity

The user agrees to withhold all publicizing of an event until tickets for the event are placed on sale or until a date is established when ticket sales can begin and all publicity and promotion can indicate such date. Release of information prior to the availability of tickets or failure to designate the specific date that tickets are to go on sale, may result in additional charges for ticket services. The theater box office requires a copy of all press releases, publicity and advertising materials a minimum of one week in advance of media release dates.

B. Children

Children are invited to attend appropriate performances at the theater, but unless specifically noted, every person must have a ticket and sit in a chair. No children in arms or laps. Therefore, children are entitled to a student rate under the above conditions, but are not required to show identification until the age at which the school system requires identification cards.

C. Student Union

Use of food service may reduce room rental charges.

D. Gymnasium

The gym will be rented only for athletic oriented functions unless otherwise approved by the board of trustees.