### Campus Room Rentals
(Half Day - 1-4 hrs; Full Day - 5+ hrs)
(Appplies to TRF, Airport, EGF & Roseau Sites)

<table>
<thead>
<tr>
<th>Room Type</th>
<th>Tier I</th>
<th>Tier II</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Purpose Classroom</td>
<td>No Charge</td>
<td>$50 half-day</td>
</tr>
<tr>
<td></td>
<td></td>
<td>100/day</td>
</tr>
<tr>
<td>Computer Lab</td>
<td>$125/half-day</td>
<td>200/half-day</td>
</tr>
<tr>
<td></td>
<td>$250/day</td>
<td>400/day</td>
</tr>
</tbody>
</table>

### Cafeteria/Commons/Gym/Theater
(Applies to all college facilities rented)

<table>
<thead>
<tr>
<th>Area</th>
<th>Tier I</th>
<th>Tier II</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$25/hour; 100/half-day; 150/day</td>
<td>$50/hour; 200/half-day; 300/day</td>
</tr>
</tbody>
</table>

### Special Fees
Set Up Fees: When extensive set-up is required for an event, set up fees may be charged at a rate of $75/hour/person, during regular or non-regular maintenance hours. Set-up fees will be determined on a case by case basis by the Directors of Facilities on the respective campus.

Technology Technician:
Technician fees of $75/hour will be charged for software installation and removal, satellite, ITV, or video teleconference connection during regular or non-regular technician hours.

Equipment Use: A one-hour technician fee ($75) will be charged for use of any equipment that is not housed in the space rented. Laptop carts are not available for rent.

Cafeteria/Commons Booth Space: Space for a table or booth in a cafeteria or commons area will be charged the general purpose classroom rate, with either Tier I or Tier II rates.

Cancellation Fee: A $50 cancellation fee may be charged if the college incurs costs related to the request prior to cancellation.

Week-end Rates: All rental and set up fees apply, in addition to maintenance hours @ $75/hour. College facilities are not available for rent on state holidays.
The following criteria have been established to determine under which Tier a requesting organization will fall:

**Tier I:**

- Local, regional, state, and federal government agencies
- Educational organizations not in direct competition of the college
- In partnership/co-sponsorship with an NCTC program or club
- Non-profit service and civic organizations with relevance to college programs/activities

**Tier II:**

- Private or for-profit organizations
- Non-profit organizations with no relevance to college programs or activities
- Educational organizations that are in direct competition with the college
- Political advocacy activities or organizations

*With the exception of governmental agencies, all organizations must comply with the liability coverage requirements, regardless of their tier status.

Date of Adoption: SGC 10-11-07
Date of Implementation: 10-1-07
Date & Subject of Revisions: 4-20-10 – deleted Swenson House rates