

(Half Day - 1-4 hrs; Full Day - 5+ hrs)

<u>Campus Room Rentals</u>	<u>Tier I</u>	<u>Tier II</u>
(Applies to TRF, Airport, EGF & Roseau Sites)		
General Purpose Classroom	No Charge	\$50 half-day 100/day
Computer Lab	\$125/half-day \$250/day	200/half-day 400/day
 Cafeteria/Commons/Gym/Theater (following rates are charged for <u>each</u> area used):		
	Tier I -\$25/hour; 100/half-day; 150/day	
	Tier II \$50/hour; 200/half-day; 300/day	

Special Fees (Applies to all college facilities rented)

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