

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

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