

Northland Community and Technical College

6025P Facility Use by External Organizations Procedure

All external organizations requesting use of the college facilities must enter into an Occupancy Agreement with the college and must abide by all rules and regulations, including proof of the required liability insurance. Reservations and agreements for use of college facilities by external organizations are approved through the President's Office and require 24 hour notice.

The President's Assistant is the point of contact for reserving space at each of the college locations:

Thief River Falls Campus and Aerospace Site
East Grand Forks Campus
Roseau site

Date of Implementation:	3/8/05
Date of Adoption:	3/8/05
Date & Subject of Revisions	SGC 8/22/07; 9/13/07; 10/11/07 – Developed points of contact, added Occupancy Agreement and liability insurance language 4/20/10-removed Swenson House Coordinator on contacts 5/14/14 – Change contact information 5/2/16 – Notice requirement