

## **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 has the authority to waive or reduce fees.

The Facilities Director 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  
Warroad 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

Date & Subject of Revisions: 1/18/24 - Contact changed to facilities director.