NICOLET COLLEGE

FORM

Title: Facility Use Request Form – Lakeside Center Facilities	Number: FR 6.01-a Adopted: January 2017 Reviewed: September 2018 Revised: September 2018

This form is to reserve the Lakeside Center facilities. Please use Facility Use Request form FR 6.01-b to request other facilities. Use of Nicolet facilities is subject to the terms and conditions on this form, Administrative Policy 6.01 Facility Use and the current schedule of usage rates. Nicolet College makes available its land, facilities and equipment to community groups, public agencies, other educational institutions, or the private sector at such times as they are not needed for College purposes. A Facility Use form must be completed and emailed to Anne Wiedmaier, Executive Assistant.
Email address: events@nicoletcollege.edu   Telephone number: 715.365.4415

Contact Information (Required)

First Name:	Last Name:	Email:
Work Phone Number:		
Alternate Phone Number:		

Organization Information (Required)

Organization Name:	Job Title:	
Address:	City:	State/Zip
Billing Address: (if different than above):		
Insurance Provider: (Please provide a Certificate of Insurance before day of event)		
Type of Organization: Choose from drop down list		

Event Information (Required)

Name of Event and Purpose:	
Start Date:	End Date:
If more than one day- list all dates:	
Start Time:	End Time:
Time of Set-up - Arrival Time:	Time Clean-up is completed:
Estimated Attendance:	

Facility Requested	check box	Capacity	Rates	Deposit
Theatre		256	$500.00 (8 hours) $250.00 (4 hours)	$250.00 (8 hours) $125.00 (4 hours)
Commons - 1st floor		136	$600.00 (8 hours) $300.00 (4 hours)	$300.00 (8 hours) $150.00 (4 hours)
Lake Julia Terrace		51	$200.00 (4 hours)	$100.00 (4 hours)
Commons - 2nd floor		70	$600.00 (8 hours) $300.00 (4 hours)	$300.00 (8 hours) $150.00 (4 hours)

Standard Service Rates

Nicolet on-site technology support - $75.00 an hour
Cancellation fee (15% of reservation charge when less than 48 hours notification)

SIGNATURE (person responsible for event outlined above): _____

(Name)   *(Date)*

Signature confirms the user has read, understands, and agrees to the terms, rates and conditions outlined in AP 6.01.