NICOLET COLLEGE

FORM

Title: Facility Use Request Form –	Number:	FR 6.01-a
	Adopted:	January 2017
	Reviewed:	October 2019
	Revised:	October 2019

This form is to reserve facilities on campus. Use of Nicolet facilities is subject to the terms and conditions on this form and Administrative Policy 6.01 Facility Use. 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. The 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: | | |

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: (Non-Profit, Government, For-Profit, Other)		

Event Information (Required)

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

Facility Requested	check box	Hourly Rate	Capacity	Amenities
Classroom	☐	$20	varies	Laptop, Monitor, Audio, Document Camera
Computer Lab	☐	$30	varies	Laptop, Monitor, Audio, Desktop Computers
Fireside Room	☐	$30	30-40	Laptop, Monitor, Audio, Fireplace, Kitchenette
Northwoods Center	☐	$60	90	Laptop, Monitors, Audio
Theatre	☐	$75	258	Projector, Screen, Audio, Microphone
Lakeside Commons	☐	$100	200	Audio, Tables, Chairs
Lake Julia Terrace	☐	$50	51	Tables, Chairs

Standard Service Rates

| Nicolet on-site technology support - $75.00 an hour |
| Cancellation fee (15% of reservation charge when less than 72 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.