



This form is to request facilities use reservations on campus. Use of Nicolet College 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. Email completed form, copy of insurance and (if applicable) IRS determination letter of non-profit status to events@nicoletcollege.edu. Incomplete requests may not receive prompt attention. The facilities at Nicolet College are primarily used for the benefit of our student population and campus community. However, when space is available, we are pleased to support the needs of business, industry, governmental and non-profit organizations.

REQUESTOR INFORMATION

First Name: _____ Last Name: _____

Phone: _____ Email: _____

Organization Name: _____ Job Title: _____

Address: _____ City/State/Zip: _____

Billing Address (if different): _____

Type of Organization: For-Profit Government Non-Profit* Fee Exempt* Other _____

*must provide IRS Determination Letter or Fee Exempt proof with completed form to qualify for special rate

Insurance Provider _____

EVENT INFORMATION

Name of Event: _____

Type of Event: Private Meeting Invite Only Open to the Public Other _____

Date(s) Requested: _____

Start Time: _____ End Time: _____ Minor Children In Attendance: Yes No

Time of Set-Up: _____ Time of Clean-Up: _____ Est. Attendance: _____

FACILITY NEEDS

General Classroom

Conference Room

Northwoods Center

Conference Space

Theater

Lakeside Center Commons

Lakeside Patio

Field

Other _____

Specific Room/Space Request: _____

SERVICE NEEDS

refer to service
rates on pg2 _____

ACKNOWLEDGEMENT

By signing below, requestor agrees to Nicolet College Administrative Policy 6.01 Facility Use and acknowledges they have read and agree to the attached rates and conditions (pages 2&3 of 3).

sign/date here _____

Room and Additional Service Rates:

We are pleased to offer a reduced rental rate of 50% off to non-profit organizations. Must provide proof of 501(C)3. Fee exempt organizations will not be charged for facility usage. They are allowed to use campus facilities for activities related to the mission of Nicolet College. Questions about whether a particular organization will be considered a fee exempt organization should be submitted 90 days in advance (per occurrence) and will be decided by the College President or their designee. These reduced and fee exempt rates do not apply to service rates and are for rental rates only.

All rates double if changes/adds are made within 1 week of event. This includes any hours extending your room reservation time in excess of requested time.

Normal Hours of Operation:

Established at the sole discretion of the College and may be changed without prior notice. All rates double if rental falls outside of normal hours of operation.

Mon - Fri | 7:00 a.m. - 9:00 p.m. Saturday | 7:00 a.m. - 4:00 p.m. Sunday | Closed

RENTAL RATES:

GENERAL CLASSROOM	\$30/HOUR	CAPACITY VARIES
CONFERENCE ROOM	\$40/HOUR	CAPACITY VARIES
NORTHWOODS CENTER CONFERENCE SPACE	\$75/HOUR	CAPACITY 90
THEATER	\$150/HOUR (4HR MIN)	CAPACITY 258
LAKESIDE CENTER COMMONS	\$200/HOUR (3HR MIN)	CAPACITY 200
LAKESIDE PATIO	\$75/HOUR	CAPACITY 100
FIELD OR SITE USE	NO CHARGE	REQUEST FORM AND CONFIRMATION REQUIRED

SERVICE RATES: (any mutually agreed upon services outside the below will be billed at \$50/hr)

NOTE - Nicolet College DOES NOT offer catering, catering supplies, ice, linens or coffee. You may arrange for any catering services independent of Nicolet College.

TECHNOLOGY SUPPORT	\$75/HOUR	IT staff support (i.e. live support during event)
TECH PACKAGE 1	\$50	Microphone and Lectern
TECH PACKAGE 2	\$100	2 Rolling Displays, Lectern, Laptop, 3 Mics (1 Wired)

COPIES/PRINTS		Copies/Prints must be planned 1 week advance. Day of requests may not be accommodated. (letter size only)
BW Single Sided	.20/pg	
BW Double Sided	.25/pg	
Color Single Sided	.30/pg	
Color Double Sided	.40/pg	

30"X40" OUTDOOR SIGNS	\$40/EACH 2 MAX
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MISC. SM WAYFINDING	\$5 EACH
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INCLUDED WITH RENTAL:

WI-FI ACCESS, EXISTING SPACE TECHNOLOGY, PARKING, USE OF EVENT FURNISHINGS.

EVENT FURNISHINGS LAYOUT AND SETUP. Any furniture layout changes made less than 1 week in advance are billed at \$50/hr for planning and/or physical rework.

RENTAL AGREEMENT CONDITIONS

1] Event Rental Process:

A: Complete and sign request form, email:events@nicoletcollege.edu. (more than 3 weeks in advance)

B: Staff review and provide availability.

C: Receive rental confirmation from 25live room scheduling system.*

D: Provide Certificate of Insurance. (see #3 below)

E: Make any planning arrangements for additional services (if needed) more than 2 weeks in advance.

F: Show up and have your event!

G: Invoice will be sent to the person and organization listed on the form after the event has taken place.

*Rental is not officially booked until receipt of confirmation from 25live scheduling system (step C above)

2] Conformance with applicable policies, rules, and standards of conduct as established by Nicolet College, including the [Facility Use Policy AP6.01](#).

3] Insurance proof is required of Commercial General Liability insurance written on an occurrence basis, including, but not limited to, coverage for contractual liability, products, and completed operations, personal and advertising injury, bodily injury, and property damage liability with limits of liability no less than \$1M each occurrence limit, \$100,000 fire damage limit (damage to rented premises), \$1M personal and advertising injury, \$1M general aggregate, and \$1M products and completed operations aggregate. Event TULIP insurance is an alternative if you do not have proof or have proper coverage: [Event Insurance](#)

4] Release of Liability: I hereby release, discharge, and hold harmless and waive my right to file a claim, pursue legal action against, or seek financial relief or reimbursement from Nicolet Area Technical College, its Board members, instructors, employees, students, and volunteers from any and all liability, claims, demands, actions, or rights of action which are related to, arise out of, or are in any way connected with Rental of Nicolet Area Technical College's Facilities and Grounds.

5] Proposed use of the facility or property must be consistent with the mission and purpose of Nicolet College.

6] Nicolet College is not affiliated, authorized, or in any way connected to the external entity renting space at the College. Further, the rental agreement does not imply an association between the renter and Nicolet College.

7] The space will be restored as much as practical to how it was found, prior to the event. No tape will be adhered to any painted drywall surface. Fees may be incurred.

8] Nicolet College, its employees, agent and representatives are granted the authority to act in any way to safeguard and preserve the health and safety of participants during the use of these facilities, including authorizing medical treatment on behalf of participants at the participant's expense.

9] Nicolet College shall not be liable for any loss whatsoever as a result of damages resulting from fire, casualty, communicable disease, or other circumstances rendering the fulfillment of this agreement impractical or impossible.

10] All music, dramatic performances or movies will be properly licensed.

11] User must comply with Title VI and VII of the 1964 Civil Rights Act and Title IX of the 1972 Amendments, stating that no person shall be discriminated against based on sex, race, color, religion, national origin, or handicap.

12] User will be charged a cancellation fee (15% of reservation charge) with less than 72 hours notice. During inclement weather or public emergencies, Nicolet College may close regardless of any scheduled events. Scheduled event will be cancelled and users will not be charged a cancellation fee under these circumstances.

13] Any performance or display must adhere to code of conduct as established by Nicolet College in concordance with the College mission.

14] Any alcohol service must be agreed upon per use policy 90 days in advance. Additional bar rates and alcohol service agreement are available upon request.