



MARINETTE CAMPUS

Facilities/Room Reservation Request Form

Organization/Individual Requesting Space

Individual, Organization, or Office Requesting Space:
Contact Name: Title: Email:
Contact Number: Office Phone: (Ext.)
Address: City: State: Zip:

Group Requesting Space: Campus Group For-Profit Organization University-Related Group Non-Profit Organization*
*Non-profit documentation required

Event Information

Type of Event (please provide description of event):
Date(s) of Event: Alternative Date(s):
Event Start Time: Event End Time: Set-Up Start Time: Tear-Down End Time:
Number of Event Workers: Number of Attendees: Is a fee charged for this event? Yes No If Yes, fee amount: \$
* Please note: All food will need to be arranged by an outside vendor.
Will your event have food?* Yes No **No alcoholic beverages are allowed on NWTC Property
Do you want your event shared via our campus calendar? Yes No

Building/Room(s) Requested

General Classroom Computer Lab (please specify need)
Event Center Both Sides

Equipment Needed: Please note, fees will be adjusted based on need, availability, and staffing required for request. A minimum of \$45 will be charged per hour of requested technical support.

IT Support Requested* Yes No Extension cord/s
Instructor Station: Yes No Whiteboard
Presentation Need: Yes No Podium
Microphone/s Required: None Lapel Handheld

Extra Tables/Chairs : (Total)
Other Special Request

Event Set-Up (please specify)

Set-Up Format: Classroom Format Meeting Format (Large Square) U-Shape Format Banquet/Dinner Format
Lecture (Podium + Chairs for Audience) No Change to Room Set-Up
Other Special Request (please specify)

All printed materials or publications must have the following disclaimer listed: "The NWTC Marinette Campus rents its facilities to outside organizations and groups and abides by institutional facilities terms and conditions and county property policies. The NWTC Marinette Campus assumes no role in sponsoring or endorsing any views expressed in any events scheduled in its rented facilities." Use of the name "Northeast Wisconsin Technical College, Marinette Campus" or campus logo must be approved in writing.

On behalf of the organization I represent, I assume responsibility for the use of the facility in accordance with the NWTC, Marinette Campus Facilities Terms and Conditions, Policies and Procedures. Please visit www.nwtc.edu/marinette for all applicable policies and conditions. I understand that non-compliance with institutional policies could result in facilities use being revoked. I understand that failure to clean up after event will result in additional cleaning charges.

Signature (for organization) Date

COMPLETED FORM SHOULD BE RETURNED TO:
Rae LaCombe, Customer Contact Specialist Email: Rae.Lacombe@NWTC.EDU Phone:715-732-3559
NWTC Marinette Campus, 1601 University Drive, Marinette, WI 54143

Estimated Usage Fee**: \$ **Admin will apply estimated fee. Actual fee will be determined following event if applicable Invoice to be e/mailed.

Facilities Responsibility, Release and Authorization Form

UNIFORM STATEMENT OF RESPONSIBILITY, RELEASE, AND AUTHORIZATION FOR USE OF CAMPUS FACILITIES- NWTC MARINETTE CAMPUS.

Whereas, the named person or organization desires to use Northeast Wisconsin Technical College Marinette Campus for non-institutionally sponsored activities and/or programs, and the Campus has approved the use of these facilities, the undersigned does hereby agree as follows:

1. To assume full legal and financial responsibility for any and all damages to campus buildings, facilities and/or equipment used while conducting this program, and to be responsible for removal of all personal materials prior to leaving the building or facility at the completion of each program/event. Charges will be assessed to the undersigned for restoration and property removal if applicable. The use of confetti and/or affixing tape to any painted surface is prohibited;
2. To grant the campus, its employees, agents and representatives the authority to act in any attempt 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 participants expense and of returning the participant to their home;
3. To conform to all applicable policies, rules, regulations and standards of conduct as established by the Institution;
4. To voluntarily indemnify and to hold harmless the Northeast Wisconsin Technical College, their respective officers, employees, and agents from any and all liability, loss, damages, costs, or expenses (including attorney fees) arising out of the use of campus buildings/facilities which do not arise out of the negligent acts or omissions of an officer, employee, or agent of the campus and the Executive Leadership Team; This agreement is valid for campus facility use on **date in building and room for name of event.**
5. Upon payment of deposit (if required) and return of this signed form, facilities are permanently reserved for the date(s) requested by the above party. Copies of facility reservations will be sent to the above party after receipt of the above, and will identify any applicable charges that will be billed after the event. Rooms and grounds are only available for rental during the college's normal operating hours. If the college is closed, the facilities are unavailable.
6. A minimum of five working days is required for changes or notification of a cancellation. 50% of the room rental fee will be charged if a cancellation notice is not received per these guidelines.
7. In the event that the campus, property or facilities reserved for this event would be destroyed or substantially damaged by fire or other casualty; or in the event other circumstances render the fulfillment of this agreement impractical or impossible, the undersigned person(s) hereby waives any claim for damages or compensation resulting from fire, casualty or other circumstances causing curtailment of this agreement
8. To obtain a certificate of insurance reflecting appropriate coverages as deemed by the college. The college will require a certificate of insurance if the nature of the renters' activities is physical in nature, consists of gatherings more than 100 people and/or repetitive in nature, or in such other circumstances as may be determined by the college. Examples of this are: exercise clubs, sporting events, large gatherings. In some instances, the college may require NWTC is named as an additional insured on the renter's policy. The ultimate determination of coverage needed will be determined by NWTC's Risk Manager. Appropriate coverage if required is as follows:
 - Commercial General Liability Coverage. \$1,000,000 per occurrence, 3,000,000 aggregate
 - Automobile Liability Coverage. \$1,000,000 combined single limit
 - And then under 8. User group agrees to provide the following:
Certificate of Insurance (COI) – Insurance coverage can be purchased through TULIP at <https://tulip.ajgrms.com>.
9. User group agrees to provide the following (as required):
 - Facility Rental Form
 - Documentation of Tax-Exempt/Non-Profit Status (if applicable)
 - Certificate of Insurance (COI)
 - Youth Programs — Roster of Chaperones + Total Count of Attending Youth
10. I Acknowledge reading this document and understand and accept the terms as stated.

Authorized Signature: _____ **Printed** _____ **Date:** _____

Name: _____

NWTC Representative Signature: _____ **Printed** _____ **Date:** _____

Name: _____

**Northeast Wisconsin Technical College
Marinette Campus**

1601 University Drive, Marinette, WI 54143 | 715 732-3710