

Facility and/or Equipment Rental Agreement

NWTC facilities can be rented for a fee if the agency and event are deemed to be consistent with the mission, vision and values of the college. Facilities will only be made available after the deadline for class scheduling is complete and some restrictions do apply. Certain College equipment may be available for rental and use off campus pursuant to an established fee schedule. This Agreement is not for use with Mobile Labs.

Rental Rates – 2015/16 Academic Year

Type of Room	*Hourly Rate	Half Day Rate (4 hours)	Full Day Rate (8 hours)	Extra Charges
Standard Classroom	\$35	\$140	\$245	Catering
#Lecture Hall	NA	\$280	\$490	Video Conferencing
Corporate Training 4 plex (4 rooms)	NA	\$240	\$420	Catering
Corporate Training 4 plex (2 rooms)	NA	\$200	\$350	Catering
Corporate Training 4 plex (1 room)	\$35	\$140	\$245	Catering
Lab (ex: A&P, Chemistry)	\$80	\$320	\$560	Catering
#Computer Lab	\$80	\$320	\$560	Catering
Executive Dining Room	\$60	\$240	\$420	Video Conferencing, Catering
NWTC Grounds	NA	NA	\$490	
**Video Conference/IT Tech Support				
Other College	\$35	\$140	\$280	
State Agency	\$40	\$160	\$320	
All Other	\$50	\$200	\$400	
Lab Aide/Other Assistance	\$40	\$160	\$320	
On Site Catering-Food Services Inc.	Per Quote			
<p>* 2 hour minimum rental ** Other rates may apply; rates are subject to change on annual/fiscal basis. # No food or beverage other than water allowed – catering hosted in other space <i>Printing/copying services not available</i></p>				

Facility and/or Equipment Rental Terms and Conditions

- Rooms and grounds are only available for rental during the college's normal operating hours. If the college is closed, the facilities are unavailable.
- Food/beverage arrangements must be made through Food Services Inc., unless otherwise approved by the College. Please contact Mike Kettner at 920-491-2639 at least five to seven working days prior to the event. Food Services Inc. will arrange credit card pre-payment for the order.
- Smoking is prohibited outside of any college entrance; smoking is only permitted in nearby parking lots and huts. The renter or user of school facilities shall not permit the sale, distribution, or consumption of alcoholic beverages, or any controlled substances, in College buildings or on College grounds.
- Terms for all facility rentals are 100% down at the time of room scheduling.
- 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.

**Northeast Wisconsin Technical College
Facility and/or Equipment Rental Agreement**

Fill in all fields:

Name of Organization: _____

Contact: _____

Contact Email: _____ Phone: _____

Billing Address: _____

Event Title: _____

Number of Attendees: _____

Date Needed: _____

Time Needed _____

Room Needed: _____

Comments/Notes: _____

Charges: _____

Room Rental: _____

Tech Support: _____

Other Fees: _____

Total Charges: _____

Additional Terms and Conditions

- No holes shall be cut, nor nails or screws driven into College fixtures, walls or floors by the renter or user.
- The renter or user shall be fully responsible for College equipment and property, and shall pay for any damage incurred.
- The College will not assume any responsibility for property brought by renter or user into the facilities.
- Renter or user shall remove all equipment brought in to the facilities by user or renter from the facilities immediately after the last usage.
- User acknowledges that any College equipment provided to be used off-site is received in good working condition, shall only be used for its intended purpose and user shall be responsible for any damage or destruction beyond normal wear and tear.
- User of facilities or equipment will indemnify and hold NWTC harmless from any liability or damages arising out of user's use of the facilities or equipment.
- College may require users or renters of College property to file a certificate of insurance reflecting appropriate coverages.

I have read and understand the NWTC Facility and/or Equipment Rental Agreement and agree to adhere to the terms and conditions.

Organization Representative Signature

Date

**Return form to Corporate Training and Economic Development
Attention Leslie Ward – leslie.ward@nwtc.edu
Phone - 920-498-6373**