



2018/19 Academic Year - Facility & Equipment Rental Rates

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. These rates do not apply for use with Mobile Labs, Mobile Modular Trainers™, Public Safety Facilities and the Universal Driving Facility.

Room/ Facility	Hourly Rate (2hr Minimum)	Half Day Rate (4 Hours)	Full Day Rate (8 Hours)	Extra Charges
Standard Classroom	\$40	\$150	\$260	Catering
Auditorium 	NA	\$300	\$520	Video Conferencing
Corporate Conference Center - 4 Plex (4 rooms)	NA	\$250	\$435	Catering
Corporate Conference Center - 4 Plex (2 rooms)	NA	\$210	\$365	Catering
Corporate Conference Center - 4 Plex (1 Room)	\$40	\$150	\$260	Catering
Lab (ex: A&P, Chemistry)	\$80	\$350	\$600	Catering
Computer Lab 	\$80	\$350	\$600	Catering
Eagle Event Center (Formerly Executive Dining Room)	\$60	\$250	\$435	Catering/ Video Conferencing
NWTC Grounds	NA	NA	\$525	
Public Safety Facilities & UDF	<i>For Public Safety Training Facility Rates please contact Jason Weber, jason.weber@nwtc.edu</i>			
Technology, Equipment & Support				
Video Conferencing/ IT Tech Support	\$50	\$200	\$400	
Lab Aide/ Additional Assistance	\$40	\$160	\$320	
Equipment	<i>Equipment rates vary based on type needed and duration. Pricing will be discussed at booking.</i>			
On Site Catering	<i>Catering prices vary based on selection and quantity. See reverse for catering information.</i>			

All rates are subject to change on an annual/ fiscal basis

Printing/ Copying services are not available



No food or beverage other than water allowed – catering hosted in other space

~ Additional Terms and Conditions on Reverse

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.
- NWTC is a smoke free campus. Smoking is also prohibited outside of any college entrance, parking lot and grounds. 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.
- 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.
- 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.

Catering Services

- Food/beverage arrangements must be made through Canteen, unless otherwise approved by the College. Please contact Audrey (920) 491-2639 at least five to seven working days prior to the event. Canteen will arrange credit card pre-payment for the order.