NWACC  
**Event Reservation Procedures:**

Non-College-sponsored activities shall be charged a usage and/or rental fee for use of the grounds, facilities, equipment, and/or services. Each facility has a base fee that includes basic set-up and equipment. Any additional needs will be evaluated with the potential of additional fees.

1. Corporate rental rates are based on a minimum four-hour rental period or a day long rental period.
2. A deposit is not required prior to a scheduled event. Proper advance notice of cancellation is mandatory. If a reservation is not cancelled 72 or more hours in advance, the entire rental amount will be due.
3. Upon review of the Facilities Use Request Form, the College reserves the right to accept or reject any requested use of facilities and to impose additional requirements not listed in these guidelines. The judgment of the College Special Events Coordinator concerning usage and rules or regulations shall be final.
4. While the College is eager to accommodate all potential requests, not all College grounds, facilities, equipment, and/or services may be available for use or rent. Private offices, administrative offices, and workrooms are never available.
5. Events will be scheduled on a first requested - first reserved basis. Events may not be booked more than six months in advance; exceptions may be made for College sponsored events.
6. Certain College equipment is available for use and is limited to: computers (not all rooms have computers), digital projectors, TV/VCR systems, overhead transparency projectors, sound systems and flip chart stands. Some equipment may require pre-event training. Corporate groups will be assessed a Technology Fee of $25 per room for use of college owned equipment, even if that equipment is standard in the room. This includes projection screens. Non-profit groups will be charged a $15 Technology Fee.
7. The College reserves the right to restrict the use or rental of grounds, facilities, equipment, and/or services at any time the College so determines. The College is generally closed for the following: Memorial Day Weekend, Fourth of July, Thanksgiving Weekend, Winter Break (through New Year's Day), Labor Day Weekend, and Martin Luther King Jr. Day.
8. The College reserves the right to require vendors, sponsors, or outside organizations to purchase or have specific insurance in force in order to hold an event at the College. Specifics of this requirement will be discussed with the vendor, sponsor, or outside organization after the Facilities Use Form is submitted.
9. All rates are firm and non-negotiable.