NWACC
General Guidelines for Rental of College Facilities

NorthWest Arkansas Community College facilities exist for the primary purpose of serving a planned and scheduled program of educational activity. At times, when not required in the regularly planned educational program, NWACC facilities may be made available for extra-curricular use to departments, and other organizational units of the College; to organizations composed exclusively of faculty and staff; to organizations which exist solely for the benefit of the College; and to recognized student organizations with the approval of the faculty advisor. When a facility is in use neither for a regularly scheduled educational activity nor for an extra-curricular use by one of the College organizations listed above, NWACC provides rental facilities for events that augment the College’s role in providing community enrichment. Organizations may rent NWACC facilities or campus grounds for events that provide educational or cultural enrichment or enhance the business climate for the greater good of northwest Arkansas. Private gatherings such as weddings or parties, political rallies, and sales events generally do not meet these criteria.

It is an objective of the College to provide opportunities for College and broader communities to see and hear major leaders from throughout the state, nation, and world. Speeches and debates by or on behalf of candidates for major state or national offices may be scheduled in NWACC facilities under arrangements which allow reasonable opportunities for opposing candidates or points of view. It must be made clear that the College neither supports nor opposes the views stated by and/or the candidacy of such individuals. Any speaker or non-College personnel must abide by College regulations and policies, and shall only speak in the room or area designated by the College. Further, the College does not grant rental rights for educational activities that may be in direct competition with the College’s current or potential offerings. Organizations planning to offer fee-based classes or seminars to persons outside of their organizations should coordinate with the College’s Corporate Learning Division as a potential third-party educational provider.

The College retains discretion in the application of the guidelines regarding use of NWACC facilities by outside organizations. Furthermore, the College reserves the right at any time to terminate or deny use to an event when, in the opinion of College administration and security personnel, the event raises serious concerns for the safety and well-being of members of the College community and NWACC property.

No outside organization shall use the campus or facilities without first completing a Facility Use Agreement which requires a written description of the proposed use and then receiving a confirming authorization from the Special Events Coordinator (SEC).