It is the policy of Mid-State Technical College in accordance with Chapter 38.14 of the Wisconsin State Statutes to make available its land, buildings, or facilities to community groups, public agencies, other educational institutions, or the private sector at such times as they are not needed for college purposes under the following terms and conditions.

- All proposed uses must be of such a nature and at such times as to not interfere with or disrupt planned and scheduled district use of its land, buildings, or facilities.
- All proposed uses must be consistent, at the discretion of the College President, with the mission and purposes of the district as set forth in Chapter 38.14 of the Wisconsin State Statutes.
- Organizations contracting with the College will be required to certify (via the signed Mid-State Room Request Form) that they do not discriminate against employees, enrollees, applicants, or members on the basis of race, color, creed, national origin, ancestry, religion, sex, handicap, age, marital status, sexual orientation, or political affiliation.
- All users of college campus space must submit a completed Mid-State Room Request Form subject to approval by the respective campus manager and a current certificate of insurance naming Mid-State as the certificate holder.
- The user is responsible for college property and damages incurred to the College as a result of user occupancy.

No land, building, or facility of Mid-State will be made available for use, rental, or lease if, at the sole discretion of college administration, it would result in detracting from or competing with the mission and purposes of the district. Any longer-term agreements between the College and external organizations will be developed as lease agreements. Lease agreements must be reviewed and authorized by the Vice President, Academics or the Vice President, Finance & IT prior to commitment.

**RENTAL FEE SCHEDULE, POLICY UPDATES, & PROCESS AND PROCEDURE**

A Facility Use Fee Schedule will be maintained and administered by the Director, Facilities & Procurement for the Wisconsin Rapids Campus, and by the respective Campus Deans for the Stevens Point and Marshfield Campuses, and Adams County Center Supervisor. Any rate exceptions must have the prior authorization of the Vice President, Academics or Vice President, Finance & IT. If the district administration determines that additional employees may be needed to provide security, custodial, or other support service functions, these costs will be added to the cost of the facility use. Updates to this policy, the Facility Use Fee Schedule, and any necessary procedural modifications will also be addressed by this group through collaboration.

**FACILITY USE AT NO COST**

The College may, subject to the terms and conditions outlined above, make available its facilities at no cost during normal operating hours, and as available, to the following:
• Public, tax supported units of state or local government.
• Public, tax supported educational institutions located within the district.
• Organizations that qualify as non-profit for tax purposes per the Internal Revenue Service.
• Organizations whose proposed use of the facility, at the discretion of the College President, is consistent with the mission and purposes of the district providing that the proposed use of the facility is available to the general public without charge or admission fee and that the sponsoring organization is not selling, promoting, or giving away products or services on the premises.

All users of the College land, buildings, or facilities, under any terms, are subject to the College’s rules of conduct for employees and students. Additionally, the following conduct is strictly prohibited:

• Controlled substances or persons under their influence on the premises.
• Smoking inside district-owned or leased buildings or in any area designated smoke free.
• Food and beverages outside of areas authorized for such use.
• Alcoholic beverages, including beer, on the premises.
• Gambling on the premises.
• Use of motorized recreational vehicles or equipment on the premises for purposes other than educational delivery.

Adopted: August 2011
Last Reviewed: July 2017
Last Revised: August 2015