



Guidelines for use of Mid-State Technical College Facilities & Services by External Organizations

Per Administrative Policy: COMMUNITY USE OR LEASE OF DISTRICT FACILITIES

Priority

Use of Mid-State facilities located in Wisconsin Rapids, Stevens Point, Marshfield and Adams, Wisconsin will be available for rent to organizations that are aligned with the overall mission of the College and do not interfere with the College's operations. It remains the first priority of Mid-State's facilities to be utilized for the College's open enrollment program courses, ie., those course offered through the various schools of Mid-State.

The second priority for classroom and meeting room utilization is given to Mid-State divisions (e.g. Division of Workforce & Economic Development) or educational partners who collaborate to provide learning opportunities or pathways for Mid-State students (via contract training, continuing education, transfer agreements, articulation agreements, etc.). Rooms may be made available to rent to other organizations aligning with the College mission, as space permits.

The use of all classrooms and meeting spaces will be reviewed, priced, and granted through the rental request process found at www.mstc.edu/community/facility-rentals. Requests are processed in the order they are received and can be subject to a re-submit if needed. *Rental contracts are for events Monday – Friday during regularly scheduled open hours for each specific campus location. Rental requests outside of the College's regular hours are handled on a case-by-case basis.*

General Requirements

Organizations contracting with the College will be required to certify via the signed Mid-State Facilities/Room Request Form that:

- The organization does not discriminate against employees, enrollees, applicants, students of members on the basis of age, race, color, creed, religion, sex, national origin, disability, ancestry, sexual orientation, pregnancy, marital status, parental status, arrest record, conviction record, or military membership except where there is a bona fide occupational qualification.
- The organization is responsible for damage caused to people or property as a result of intentional or non-intentional conduct during use of Mid-State Technical College facilities or equipment. The organization is responsible for Mid-State's reasonable attorneys' fees and costs incurred to enforce this procedure, including, without limitation a hold harmless obligation. Individuals, groups, or organizations using Mid-state's facilities should arrange to procure adequate insurance coverage for their organization and those participating in their event. All organizations must agree in writing not to hold Mid-State liable for any property or injury to people occurring as a result of their use of the facilities or equipment. Proof of liability insurance may be required.
- 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.

Non-approved Uses of Mid-State Technical College Facilities:

- Any organizational purpose that may detract from or compete with Mid-State's core mission, vision, values, strategic plan or products/services.
- Any organization looking to profit from promotion or sale of a product or service. The rental of the facility is not available to community groups, public agencies, other educational institutions, or the private sector when an admission/entry fee is charged. Additionally, it is not available if the organization is selling, promoting, or giving away products or services on the premises.
- Any organization representing religious or political affiliations.

Restrictions

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.
- Unless a person is an authorized peace officer, an active member of the armed forces, a member of the military who go armed in the line of duty or any person duly authorized by the chief of police of any city, village, or town or the sheriff of any county, it is prohibited for any occupant to be equipped with a fire arm while on property owned or leased by Mid-State Technical College.

Facility Use Rates for all locations (1 hour minimum)

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| ▪ Classroom or Conference Room | \$20/hour |
| ▪ Divided Training Room(s) | \$20/hour per side or \$30/hour for two sides |
| ▪ Auditorium (Wisconsin Rapids) | \$25/hour |
| ▪ Gymnasium | \$50/hour |
| ▪ Computer Labs | \$25/hour |
| ▪ Technology Use Fee | \$25/day (projection, Telepresence, computer use) |
| ▪ Custodial Services | \$40/hour dependent of use* |

Notes:

- Room fees are on an hour fee. $\frac{1}{4}$, $\frac{1}{2}$, & $\frac{3}{4}$ hours are rounded up to a full hour.
- 15% Administration fee applied to the contract for events exceeding 8 hours.
- *Examples of when custodial service fees apply include, but are not limited to, after hours contracts, luncheon meetings, unique set ups, etc.)
- Specialized technology support may be available. Special pricing applies.

Catering

Catering of food and/or beverages is available at the Wisconsin Rapids Campus through the College's cafeteria provider. Catering from external vendors is allowed from external food providers at all campuses. Vending is available.