



FORM

Title: Facility Use Request Form –
For Classroom and Conference Room Usage

Number: FR 6.01-b
Adopted: August 2012
Reviewed: February 2017
Revised: February 2017

This form is for classroom and conference room usage only. Please use Facility Use Request form FR 6.01-a for the Lakeside Center facilities. Use of Nicolet facilities is subject to the terms and conditions on this form and Administrative Policy 6.01 Facility Use. Nicolet College makes available its land, facilities and equipment to community groups, public agencies, other educational institutions, or the private sector at such times as they are not needed for College purposes. The facility use form must be completed and emailed to Judy Heikkinen, jheikkinen@nicoletcollege.edu, telephone number 715.365.4413.

Contact Information (Required)

First Name:	Last Name:	Email:
Work Phone Number:	Alternate Phone Number:	

Organization Information (Required)

Organization Name:	Job Title:	
Address	City	State/Zip
Billing Address (if different than above):		
Insurance Provider: (Please provide a Certificate of Insurance before the day of the event)		
Type of Organization:		

Event Information (Required)

Name of Event and Purpose:	
Start Date:	End Date:
If more than one day- list all dates:	
Start Time:	End Time:
Time of Set-up - Arrival Time:	Time clean-up will be completed:
Estimated Attendance:	

Facility Requested

Usage Rates

Room <small>check box below</small>	Half-Day usage (4 hours)	Full-Day Usage (8 hours)
Standard Classroom	\$75.00	\$150.00
ITV Classroom	\$125.00	\$250.00
Computer Lab	\$175.00	\$350.00
Telepresence Classroom	\$150.00	\$300.00

Standard Service Rates

Nicolet on-site technology support - \$75.00 an hour
Cancellation fee (15% of reservation charge when less than 48 hours notification)

SIGNATURE (person responsible for the event): _____
(Name) (Date)

Signature confirms the user has read, understands, and agrees to the terms, rates and conditions outlined in AP 6.01.
http://www.nicoletcollege.edu/pdfs/admin_policies/AP%206.01%20Facilities%20Use.pdf