

## Rental Guidelines and Fees

### General Use and Eligibility

It is the practice of Moraine Park Technical College to allow community groups and organizations the use of our facilities when such use does not interfere or conflict with MPTC’s educational mission or Guiding Principles. Individuals or organizations that would use the facility in direct competition with MPTC’s services or program are not eligible to use MPTC facilities.

Requests for use of MPTC facilities will be honored on an as-available basis after MPTC instructional needs have been met. Requests are filled on a first-come, first-served basis with no reservations accepted more than one calendar year in advance.

### Rental Fees

MPTC reserves the right to make facilities available free of charge or to reduce rental and service fees for events sponsored by MPTC administration, student organizations, divisions or academic departments. Such events must be offered free of charge to the general public. All fee reductions or waivers must be approved by a campus administrator.

The following chart provides the rental fee structure for all MPTC campuses:

Room Type	Classification	MPTC Fee
Classroom/Meeting Rooms	Profit & Out-of-District Organizations	\$15/hr.
	In-District Non-Profit Organizations	No charge
Specialized Labs	Profit & Out-of-District Organizations	\$35/hr.
	In-District Non-Profit Organizations	\$15/hr.
Auditorium/Conference Centers	Profit & Out-of-District Organizations	\$40/hr.
	In-District Non-Profit Organizations	\$20/hr.
AMTC Lobby (includes custodial setup)	Profit & Out-of-District Organizations	\$15/hr.
	In-District Non-Profit Organizations	\$10/hr.
Cafeteria/Park Terrace (restaurant)	Profit & Out-of-District Organizations	\$25/hr.
	In-District Non-Profit Organizations	No charge

A \$50/hr. fee is added to all charges if the event is held during a time the campus is closed. Non-Profit Organizations must show legal non-profit status approved by the Internal Revenue Service.

Additional charges for labor and equipment rental will be assessed to all organizations as follows (minimum charge of ½ hour):

Food service arrangements	\$20/hr.
Teleconference setup charge	\$50/hr.
Videotaping charge	\$35/hr.
Video-camera, microphone, tripod rental	\$75/day
Multiple microphone system	\$50/day
Flipchart	\$10 each
IP Videoconference with mandatory testing	\$85/hr.
Firewall consultant	\$55/hr.
Satellite downlink setup	\$50/hr.
Telepresence	\$100/hr.

#### Deadlines

Requests must be made at least 30 days in advance and signed rental forms must be returned to the College within 10 days of the event.

#### Signage

MPTC staff will assist the applicant in placement of signs at the time of the event only. MPTC staff will remove all signs after the event.

#### Food Arrangements

MPTC catering is provided by CL Swanson catering at the Fond du Lac campus and Campus Café and Catering at the Beaver Dam and West Bend campuses. Organizers of on-campus events must use the campus-contracted caterer; any exceptions must be approved by College administration.

All menus should be planned at least two weeks prior to the event. A final guaranteed number must be submitted within three business days prior to the event. Groups are responsible for the payment of the guaranteed number or the actual number served, whichever is greater.

#### Cancellations

Notification of cancellation is required. Failure to provide a 48-hour notice of cancellation may compromise future ability to access MPTC facilities.

#### Insurance

All users are responsible for damage caused to persons or property as a result of intentional or negligent conduct during their use of the facilities or equipment. At the discretion of the campus coordinator, liability insurance up to \$1,000,000 may be required at the expense of the renting organization. If required, a Certificate of Insurance naming Moraine Park Technical College as additional insured must be received by the campus coordinator at least three (3) days prior to the event.

### Payment Information

All renters are required to sign a formal rental agreement detailing the specifics of the event. After the event, MPTC will bill the organization for the cost of the event. Payments are due upon receipt of the invoice.

### Parking

Ample parking is available at each campus and is provided free of charge.

### Staffing

Renters must have a MPTC staff member present on campus during the entire time of the event.

### Tobacco-free Campus

All Moraine Park property including buildings, grounds, parking lots, and internal walkways are tobacco free. Tobacco use is allowed in personal vehicles only.

### Other stipulations

All renters will agree to adhere to all Moraine Park rules, policies and procedures related to facility use, discrimination, use of alcohol, use of tobacco, possession of weapons, and proper conduct. These rules will be distributed by the campus coordinator at time of rental coordination.