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| SUBJECT: | Facility Rental |
| REVIEWED/REVISED: | 1/2015; 8/2021 |
| PURPOSE: | To permit use of NMC facilities for functions, meetings, and events by individuals, groups or organizations associated and not associated with the College. |
| POLICY OWNER: | Vice President, Institutional Effectiveness |

POLICY:

Reservation Procedures:

All functions are scheduled on a reservation basis. For reservations and information, contact Jami Tamblyn at [\(402\) 354-6531](tel:402-354-6531) or jami.tamblyn@methodistcollege.edu.

Reservations are taken on a first come, first serve basis.

Cancellation must be made at least two (2) weeks prior to date of reservation. Renter forfeits the rental fee in the event a cancellation notification is made less than two (2) weeks prior to the scheduled event.

Facility Use Policy:

Each renter shall be responsible for all damages, misuse, theft or misappropriation of and to the building, the leased premises, the furnishings and the equipment due to its activities or those of people attending its function. Groups using NMC facilities are responsible for restoring the facilities to its original condition immediately upon termination of an event or function including but not limited to, garbage, dishes, kitchen area, tables, chairs, etc. unless prior arrangements have been made in advance. Otherwise, a \$150.00 cleaning fee may apply.

Decorations are permitted on tabletops or as portable displays only. No decorations may be attached to the floors, walls or ceiling of the facilities. The use of candles or any open flame is prohibited.

NMC, Nebraska Methodist Health System, Inc. and their officers, directors, employees and agents are not responsible for lost, stolen and/or damaged equipment or personal belongings brought into the facilities by any group or its participants using the facilities or for activities at their functions. Accordingly, groups using NMC facilities will indemnify and hold harmless NMC, Methodist Health System, Inc. and their officers, directors, employees and agents against any and all claims, liabilities, costs, and expenses, including attorney fees and court costs, concerning lost, damaged or stolen property, or personal injuries, death, arising out of the activities of such groups or their participants using the NMC facilities.

Pricing:

NMC students, alumni, and not-for-profit groups will not be charged a room fee; however, charges related to setup, cleaning, and other special services may be assessed. There is a rental charge for the for-profit use of NMC facilities. Charges beyond the basic hourly, half day or full day rate will be assessed when additional security, janitorial service or other special services or equipment are required. Any exceptions must have NMC President or Vice President approval.

**Nebraska Methodist College Room Fees
for Facility Use by For-Profit Groups**

| Room Type (capacity) | Hourly rate | Half-day rate | Full day rate |
|--|--------------------|----------------------|----------------------|
| Small Classrooms Clark 3213 (16) Clark B223 (20) | \$10 | \$20 | \$40 |
| Medium Classrooms Clark Steelcase (30) Clark 2249 (28) Clark 2251 (28) Clark 2253 (26) Clark 3202 (28) Clark 3204 (28) Clark 3244 (36) | \$25 | \$50 | \$100 |
| Large Classrooms* Clark B244 (65) Clark 3214 (46) Clark 3216 (46) Clark 3218 (60) | \$50 | \$100 | \$150 |
| *Open wall pricing (Walls may be opened between adjacent rooms of Clark 3214/3216/3218) | \$100 | \$250 | \$400 |
| Clark Dining Area (72) Kitchen usage, add'l \$50 per hour and requires President/VP approval | \$50 | \$100 | \$150 |