NMC Staff Policy D-505.01 – Facilities Use

**NMC Co-sponsored Events**
NMC does not co-sponsor religious events or single party/single view political events. NMC provides sponsorship opportunities for events in the following categories:

**NMC Co-Sponsorships**
As a pursuit of professional interests that are directly related to the job the employee performs for Northwestern Michigan College, NMC departments, faculty, and staff may provide access to NMC facilities through co-sponsorship of select events.

Co-sponsorship may provide for the reduction of standard fees for space. Fees for custodial support and maintenance, technical support, equipment, food, or special needs are billed based on established rates.

Prospective NMC co-sponsors must submit a written request to Central Scheduling [Dennos Museum Center Operations Manager] with rationale for co-sponsorship. If co-sponsorship is approved, Central Scheduling [DMC Operations Manager] will issue a contract for signature by the party responsible for payment of fees (either an NMC department or the renting organization).

Co-sponsorship requires the integral participation of the NMC co-sponsor throughout the course of the event.

All other requirements as identified in Section 3. Fees are in effect.

When in the best interest of Northwestern Michigan College, the President or his/her designee may approve exceptions to procedures, fees, or requests for waivers, on a non-precedent-setting basis. The College reserves the right to cancel any event for circumstances beyond its control and/or reasonable cause, or deny and make additional restrictions when in the best interest of the College.

The Vice President of Finance and Administration, in conjunction with the appropriate faculty and staff, is responsible for the development and publication of any procedures or guidelines that may be necessary to administer this policy effectively.