

# **Nashua Community College Room and Facility Rental Policies**

**Nashua Community College**

505 Amherst Street

Nashua, NH 03063

[Facilities Rental – Nashua Community College](#)

603-578-6803

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## **Nashua Community College Room Rental Policies**

All activities, events, and functions must be compatible with our college's policies and code of ethics of Nashua Community College. College personnel may deny requests for future room rentals if the following policies are not adhered to.

### **NCC Mission**

Nashua Community College provides quality, academically rigorous, higher-education programs focused on the diverse needs of students and the community.

### **Our Vision**

Nashua Community College (NCC) will continue to be the preferred provider of two-year, post-secondary education in the Nashua Region and evolve with the educational needs for lifelong learning.

### **Educated Person**

Nashua Community College helps students improve their lives and become more responsible as informed citizens and educated persons. The college community has defined a set of essential skills to maximize one's role as a contributing member of society. Among those skills are communications, information literacy, scientific reasoning, quantitative analysis, ethical responsibility, critical thinking, global connectedness, and tolerance for ambiguity.

### **NCC Core Values**

The college community endeavors to guide and inspire a mindset of success in our students. Our core values help students to:

- Commit to the successful completion of a program at NCC;
- Communicate effectively in writing and speaking;
- Collaborate with others in group projects;
- Create new ideas and works;
- Challenge themselves to ask questions and to think critically.

### **Agreements & Application**

All applicants must fill out a Facility Use Request form at:

[Facilities Rental – Nashua Community College](#)

prior to the event and submit it to the Room Rental Coordinator. No events will be booked in our calendar without the submission of this form. The Room Rental Coordinator will notify applicants of it being received and begin the booking process.

All rental agreements, insurance documentation, and College Supervision Addendum must be returned to the college no later than 5 days prior to the event.

## **Alcohol on Campus**

The use and/or consumption of alcohol by anyone on campus is prohibited. Exceptions must be approved by the College president or designee. Celebrations Catering is the only licensed provider to serve liquor on campus and must be contracted for any event where alcohol is served.

## **Animals**

Animals of any type are not permitted inside NCC Buildings, except for those used for assisting persons with disabilities or unless included as part of an agreed upon rental, as specified in the contract.

## **Campus Safety**

NCC reserves the right to determine if a Campus Safety Officer(s), Police, Fire or EMS detail is required, at the renter's expense.

## **Cancellation**

Failure to abide by rules stated here-in may result in cancellation of the event and/or denied requests for future rental. All requests are subject to cancellation by NCC if the facilities are required for any college activity that NCC deems a priority, or for emergency purposes. A full refund will be issued.

The College reserves the right to determine the number of personnel needed to staff an event based upon the expected attendance, type of event, as well as the right to cancel an event when it exceeds maximum capacity.

Once payment has been made, all event cancellations must be made in writing at least 5 business days prior to the scheduled event date.

A 100% cancellation fee is assessed if an event is cancelled within fewer than 5 business days.

## **Catering/Food**

Food and beverages are permitted only in designated areas.

Celebrations Catering is the sole catering provider for NCC and has the right of first refusal on all catering requests. Use of other catering services must be approved by the College president or designee. All food sold on College Campus (including satellite operations) must meet applicable health standards as interpreted by the appropriate Department of Health. Since food providers (rather than the individual consumer) can be considered responsible for any illness or injury resulting from the consumption of food, the College requires that state and local regulations for safe food practices be followed.

Homemade foods on campus: Health regulations generally prohibit the serving or sale of homemade food on campus.

Food for private consumption: An individual may bring food only for his/her own consumption to an event (e.g. "brown bag" lunch). Food brought to events may result in a higher facilities usage charge.

Bake Sales: Bake sales are permitted when the activity is sponsored by a student organization and/or college department.

## **Children**

Children and adolescents must be supervised at all times during an activity. Failure to abide by this policy may cause the cancellation of an event. College personnel may deny requests for future room rentals.

## Clean up

The User will be responsible to clean up any debris, and materials after the event, and leave the premises in proper order. Failure to clean up may incur a fee.

The User will be liable for any damages caused by its use of the facilities and will pay the College for any damages incurred.

All personal materials, equipment and furnishings must be removed from the College campus at the conclusion of the event.

The event, including cleanup, must be concluded by the end of the contracted event time and if additional clean-up time is needed, the time will be added to the rental contract. No lingering is allowed by attendees on any campus spaces, including grounds, after the hours agreed to on the rental contract. The campus closes at 10:00 p.m. all cleanup must be completed by that time, unless otherwise agreed upon by NCC Campus Safety and Facility Rentals representatives. College building monitors or campus safety personnel will be present until the building is vacated. Rental Clients and will be charged for this time.

The College will not be responsible for items left behind.

## Damage

Any damage to the College facilities is the responsibility of the organization/group. In the event of such damage, restitution to the College must be made in full.

## Emergencies

**Medical:** In case of injury or illness on the NCC Campus that requires a trained medical professional, immediately call 911. Give your name and describe the nature and severity of the medical problem and the campus location of the victim. Stay on the telephone with the 911 dispatcher, who will guide you in steps to handle the emergency until trained personnel arrive. Have someone outside the building "flag down" emergency personnel when they reach the vicinity of the building. As soon as it is possible to do so, report the incident to Campus Safety at

**Our campus safety personnel are CPR/AED trained only. First aid trained stop the bleed trained.**

**Other Emergencies: Please see NCC's Campus Safety website for more information:**

**<https://www.NCCnh.edu/services/campus-safety>**

## Employee use of facilities

NCC employees may receive a 50% discount from rates charged all other groups/users. For the purposes of this policy, NCC employees are defined as those who are employed by the college more than .5 FTE and are benefit-eligible. Employees must be present for the entire event when usage of college facilities is authorized. This benefit is limited to not more than 2 sessions in one fiscal year. If the event is taking place after regularly stated business hours, NCC reserves the right to charge for maintenance and/or campus safety staff for after-hours coverage.

## Fund Raising

Usage of NCC facilities for fund raising requires prior written approval of college President or designee.

## Insurance

The sponsoring and any co-sponsoring organization must carry and maintain in full force and effect during the term of the rental agreement and any extension or renewal thereof, public liability insurance covering bodily injury and property damage, in a form and with an insurance company

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acceptable to Nashua Community College, with limits of coverage of not less than \$1 million per person/\$2 million in the aggregate. Renters must provide a certificate of insurance, naming **NCC** as an additional insured, as proof of such insurance no later than 3 business days prior to the event start date. In the certificate of insurance "Certificate holder" box should contain:

Nashua Community College: A Component of CCSNH 1066  
Front Street, Nashua, NH 03102

### **NCC Logo**

The NCC logo is copyrighted and the unauthorized use is prohibited. The use of the NCC logo by non-college organizations will be prosecuted. Permission to use the College logo must be approved in advance of use by the User, including, but not limited to, publication on websites, print materials, apparel, and novelty items. All non-college organizations or groups are prohibited from representing or advertising affiliation with the College.

### **Marketing**

Brochures, pamphlets, and printed material must have appropriate disclaimers disassociating Nashua Community College from the views and sponsorship of the organization/group.

### **Non-competition with NCC Programs and/or Departments**

NCC reserves the right to refuse to accommodate events and/or activities that compete with the educational offerings, services and programs currently available on the college campus.

Any non-college groups that schedule a class or instruction on campus must clearly identify, on all marketing material, that the event is not college-related.

Groups or organizations offering programs or training in competition with programs or classes offered by the College are not eligible to use College facilities unless the president specifically approves such requests.

### **Parking**

Parking in the College lots will be available to anyone attending an event. Accessible parking is available, however limited.

### **Payment**

Payment is due within two weeks after booking or 10 business days before the event date, whichever is first. A 100% cancellation fee is assessed if an event is cancelled within fewer than 5 business days prior to the event date.

Please make check payable to Nashua Community College and mail to:

Nashua Community College  
ATTN: Rental Coordinator  
505 Amherst Street  
Nashua, NH 03061

### **Rates**

Categories and Classifications of standard facilities room rates:

- Public for-profit groups pay 100% of stated rates
- Community, Non- profit, and Educational institutions and organizations affiliated with schools pay 60% of stated rates. If applicable, submit proof of Not-for-Profit status as required, 501(c)(3)
- Activities of official departments of service area government– local, state, federal pay 50% of stated rates

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These rates only apply to facilities standard rental rates and not to the processing fee or any additional services fees, such as staffing, that may apply. Costs for additional services (including but not limited to, campus safety, custodial, HVAC, maintenance, grounds, computer technician, and audio-visual) will be assessed in addition to the facility usage fees as appropriate to the activity and are not discounted. The College reserves the right to determine which, if any, of the additional services and the costs incurred are appropriate. Organizations will be advised of total charges following review of the official Facilities Use Request Application.

### Rental policies

All requests are to be made through the Room Rental Coordinator at NCC. Requests for space are on a first come-first serve basis and must be submitted on the Facility Use Request Form at NCC no later than two (2) weeks prior to the event. Earlier submission is strongly recommended. A request does not guarantee a space. We recommend that you do not advertise your event until you receive written confirmation (rental agreement) and it is signed. The college rental agreement and insurance must be returned to the Room Rental Coordinator five days prior to the room rental. Failure to do so will result in a cancellation.

A representative is encouraged to visit NCC prior to the event to view the space and to review support and setup needs, NCC rules and regulations, and expected fees.

All set up requests must be made within (5) business days of the event, any changes or additions requested after that cannot be guaranteed.

College operating hours are Monday through Friday 8:00 a.m. –10:00 p.m.; and Saturday 8:00am – 4:00pm. All events are expected to begin and end at the scheduled times. A fee may be automatically incurred when the event (including cleanup, unless arranged prior to the event) exceeds 10:00 p.m. Monday through Friday, and 3:00 PM on Saturday. The sponsoring organization/group is responsible for cleaning up immediately after a scheduled event.

### Setup

Set-up of tables, chairs, etc. shall be the responsibility of Renter. Furniture may be rented from an outside vendor, arrangements for pick up and drop off must be coordinated with the Room Rental Coordinator.

### Signage

No signage is allowed except for what is provided by the College or if approved in advance. This includes no taping, or hanging of signs within the buildings or inserting signs on the grounds of the campus.

### Smoking

**NCC is a non-smoking & non-vaping campus.**

**Solicitation:** Solicitation will not be allowed on the College's campus.

**Reservation Discretion:** The College reserves the right to refuse, deny or cancel any request for use of external spaces at its sole discretion. Approval is not guaranteed, and the College may make its decision for a variety of reasons, including—but not limited to—conflicts with existing college events or operations, inability to provide adequate staffing, safety, security, or logistical constraints, incompatibility with the College's mission or values, noncompliance with policy or regulations, or any other circumstances the College deems material. Use of space does not imply endorsement of the applicant's views, content, or purposes.