

SECTION: Administrative

SUBJECT: Space Rental

Background: The purpose of policy No. 4.114 is to serve as a guide to space rentals for the general public. Space on campus may be used by the general public for a fee. There are four organizational pricing structures in place: commercial, government entity, non-profit organization, and an admission rate which is a non-profit group that is charging admission to their event.

Point of Contact: Administrative Auxiliary Services

Other LCSC offices directly involved with implementation of this policy, or significantly affected by the policy: N/A

Date of approval by LCSC authority: March 19, 2019

Date of State Board Approval: N/A

Date of Most Recent Review: March, 2019

Summary of Major Changes incorporated in this revision to the policy: N/A

Space on campus may be rented by the general public. Space rental is on a first come first served basis with Lewis-Clark State College events holding priority over general public events. All events* can be scheduled through Administrative Auxiliary Services located in the Student Union Building room 213 or by phone at 208-792-2060. Please go to the Administrative Auxiliary Services website for policy, rental rates, parking and contract information, <http://www.lcsc.edu/administrative-auxiliary-services/home/>

*An event is defined as any activity on campus that utilizes a space such as a classroom, lawn, or conference room.