

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: Events & Campus Card 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: 10/1/10

Date of State Board Approval: N/A

Date of Most Recent Review: March, 2014

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 serve basis with Lewis-Clark State College events holding priority over general public events. All events* can be scheduled through Events & Campus Card Services located in the Student Union Building room 213 or by phone at 208-792-2060. Please go to the ECC website for policy, rental rates, parking and contract information (<http://www.lcsc.edu/events-campus-card>).

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