



Guidelines for use of Mid-State Technical College Facilities & Services by External Organizations

Per Administrative Policy: COMMUNITY USE OR LEASE OF DISTRICT FACILITIES

Updated July 2025

Use of Mid-State facilities located at our Wisconsin Rapids, Stevens Point Downtown Campus, AMETA Center, Marshfield and Adams campuses will be available for rent to organizations that are aligned with the overall mission of the College and do not interfere with the College's operations. Use of Mid-State property by others to deliver competitive training experiences is prohibited. It remains the first priority of Mid-State's facilities to be utilized for the College's open enrollment program courses, i.e., those courses offered through the various schools of Mid-State.

The second priority for classroom and meeting room utilization is given to Mid-State divisions or educational partners who collaborate to provide learning opportunities or pathways for Mid-State students (via contract training, continuing education, transfer agreements, articulation agreements, etc.).

The third priority for usage is given to Mid-State students and student groups.

Rooms may be made available to rent to other organizations as space permits. The use of all classrooms and meeting spaces will be reviewed, priced, and granted through the rental request process found at <https://midstatetech.tfaforms.net/217883>.

Requests are processed in the order they are received and can be subject to a re-submit if needed. *Rental contracts are for events Monday – Friday during regularly scheduled open hours for each specific campus location. Rental requests outside of the College's regular hours are handled on a case-by-case basis.*

General Requirements

Organizations contracting with the College will be required to certify via the signed Mid-State Facilities/Room Request Form that:

- The organization does not discriminate against employees, enrollees, applicants, students of members on the basis of age, race, color, creed, religion, sex, national origin, disability, ancestry, sexual orientation, pregnancy, marital status, parental status, arrest record, conviction record, or military membership except where there is a bona fide occupational qualification.
- The organization is responsible for damage caused to people or property as a result of intentional or non-intentional conduct during use of Mid-State Technical College facilities or equipment. The organization is responsible for Mid-State's reasonable attorneys' fees and costs incurred to enforce this procedure, including, without limitation a hold harmless obligation. Individuals, groups, or organizations using Mid-state's facilities should arrange to procure adequate insurance coverage for their organization and those participating in their event. All organizations must agree

in writing not to hold Mid-State liable for any property or injury to people occurring as a result of their use of the facilities or equipment. Proof of liability insurance may be required.

- All users of the College land, buildings, or facilities, under any terms, are subject to the College's rules of conduct for employees and students.

Non-approved Uses of Mid-State Technical College Facilities:

- Any organizational or individual purpose that may detract from or compete with Mid-State's core mission, vision, values, strategic plan or products/services.
- Any organizational or individual purpose that the College determines, at its discretion, would reasonably tend cause a substantial disruption to the educational environment of the College.
- Any organization or individual looking to profit from promotion or sale of a product or service.
 - The College will make exceptions to this policy only when marketing of commercial goods or services is done by persons or organizations that have already been approved to deliver educational programs, materials, and information to College staff or students. In these situations, the person or organization must first submit a written request to the Vice President of Workforce Development and Community Relations for an exemption that includes a statement of the specific grounds for the requested exemption(s), a statement of the educational purposes that would be served by permitting the requested marketing activities, and the College is provided with advance disclosure and copies of any materials or services that may be made available for purchase.
- Any organization or individual representing religious or political affiliations. Political affiliations include, but are not limited to, organizations that advocate for specific candidates for political office or specific policy outcomes. This Policy does not prohibit the use of Mid-State facilities for the purposes of polling on election days.
- Any organization or individual looking to utilize Mid-State facilities for the purposes of a public assembly or demonstration. (See Public Assembly Public Assembly, Solicitation or Marketing of Lawful Products or Services Policy).

An organization that is prohibited from using Mid-State facilities due to a characteristic listed above may still apply to utilize a Public Assembly Area in accordance with Mid-State's Public Assembly, Solicitation or Marketing of Lawful Products or Services Policy.

Exemptions to this policy may be made on a case-by-case basis if such exemption is required to provide equal time and access to political candidates as needed. For example, if an incumbent public official utilizes College facilities for a public forum, the College may provide his or her opponent with the same opportunity for a public forum.

Restrictions

The following conduct is strictly prohibited:

- Controlled substances or persons under their influence on the premises.
- Smoking inside district-owned or leased buildings or in any area designated smoke free.
- Food and beverages outside of areas authorized for such use.
- Alcoholic beverages, including beer, is prohibited.
- Gambling on the premises.

- Use of motorized recreational vehicles or equipment on the premises for purposes other than educational delivery.
- Unless a person is an authorized peace officer, an active member of the armed forces, a member of the military who go armed in the line of duty or any person duly authorized by the chief of police of any city, village, or town or the sheriff of any county, it is prohibited for any occupant to be equipped with a firearm while on property owned or leased by Mid-State Technical College.
- Conduct that, in the sole discretion of Mid-State officials, would cause a substantial disruption to the educational environment of the College.

Facility Use Rates for all locations	Rate
Classroom or Conference Room	\$30/hour
Divided Training Room(s)	\$30/hour per side or \$50/hour for two sides
Auditorium or Gymnasium (Wisconsin Rapids)	\$50/hour
LEAD Center (Stevens Point Downtown Campus)	\$50/hour
Computer Labs	\$30/hour
After Hours Support Services	\$50/hour

Notes:

- Room fees are on an hour fee. ¼, ½, & ¾ hours are rounded up to a full hour.
- 15% Administration fee applied to the contract for events exceeding 8 hours.
- *Rentals will be charged after hours support services rate for any events that occur outside of our normal campus building hours.
- Our facilities are equipped and consist of audiovisual technologies that allow users to display content and presentations through the in-room PC or our BYOD (bring your own device) solutions which include hardwired or wireless connections. Additionally, specific spaces include document cameras, microphones for vocal reinforcement, and videoconferencing technologies.

Catering

Catering of food and/or beverages is available at the Wisconsin Rapids and Stevens Point Downtown campuses through Mission Coffee House. Catering is allowed from licensed external food providers at all campuses. Vending is available.