

Business Operations Series—6000

COMMUNITY USE OF COLLEGE FACILITIES

Contracted Revenue Producing Events

Requesting Party:

1. Contacts **Event Coordinator (through Northwest Innovations)** with request
2. Reviews request based on scheduling priorities and college policy
 - a. Determines proper facilities needed
 - b. Puts a hold on facilities
 - c. Develops Confirmation Contract and sends to Requesting Party

Event Coordinator (through Northwest Innovations):

Requesting Party:

- 3.a. Approves Confirmation Contract or makes adjustments and returns to **Event Coordinator (through Northwest Innovations)**.
- b. When appropriate makes sure that requirements are met for Insurance, Security or other requests.

Event Coordinator (through Northwest Innovations):

4. Confirms Contract approved or disapproved
 - a. If approved confirms use of facility
 - b. If approved distributes request to appropriate areas (**Scheduling, Public Safety, Facilities, Catering, etc.**)
 - c. If disapproved communicates, discusses and explains rationale for disapproval to Requesting Party.

Business Operations Series—6000

COMMUNITY USE OF COLLEGE FACILITIES (continued)

Contracted Revenue Producing Events (continued)

**Event Coordinator (through
Northwest Innovations):**

5. Two weeks prior to the event
 - a. Contacts the Requesting Party to review all current arrangements with guest.
6. Three days prior to the event
 - a. Contacts the Requesting Party to review all of the arrangements and address any last minute issues.
7. Insures that the facilities are open prior to event.
8. Greets Requesting Party and is available during the event.

Public Safety:

9. Secures facility after event.

**Event Coordinator (through
Northwest Innovations):**

10. Sends invoice to the customer within 3 days of the event.

June 7, 2006

Adopted College Council

Revised

May 24, 2016

Revised by College Executive Administration