



## Facilities Usage Policies

**About NHTI - Concord's Community College:** NHTI is a non-profit community college and is pleased to offer rental space when available. NHTI is **not** a dedicated conference facility and can offer limited assistance and accommodation with reasonable setup requests. Sponsor/User must provide their own staffing and any equipment required for loading, unloading, setup and event management.

**Facilities Set-ups and Fees:** As a non-profit, NHTI has limited funding and is unable to waive fees or offer discounts. Rental prices are for spaces "as is" - any special setups required for your event will be charged at a rate of \$50 per hour (minimum of two hours). The Sponsor/User agrees to pay the fees stated on their invoice as well as any additional fees incurred as outlined in this policy. Classrooms, lecture halls, auditoriums and conference rooms have fixed setups. Please leave the facilities in the same condition you found them and remove personal belongings at the end of each day.

**Loading/Unloading:** Short-term parking can be accommodated for the purposes of loading and unloading of materials. Limited storage for event materials can be accommodated if arranged ahead of time. NHTI does not provide the equipment (hand truck, cart, dolly) or personnel to assist with loading and unloading of vehicles. Please plan accordingly.

**Parking:** Parking areas are designated for public use. Please instruct your group to park in **Lots A, B, or C** in legal parking spaces. Do not park in spaces designated for the handicapped, even for loading or unloading. See directions and map at [www.nhti.edu](http://www.nhti.edu) and click the tab labeled "Visit NHTI".

**Smoking:** Smoking is **not** permitted in any buildings or on the grounds, except in designated smoking areas, which are the two wooden gazebos on campus or your personal vehicle.

**Food and Beverage:** It is the responsibility of the Sponsor/User to contact their own onsite or offsite caterer. Chartwells Dining Services is available for food service. Chartwells must be contacted directly at (603) 224-3111 at least three weeks in advance to arrange for catered meals and/or break food. Food and beverage is prohibited inside the Auditoriums (Grappone 106 and Sweeney 122).

**Audio-Visual:** A limited supply of audio-visual equipment is available for use. Please contact Media Services at [nhtimediaservices@ccsnh.edu](mailto:nhtimediaservices@ccsnh.edu). Sponsor/User is responsible for the safety, loss and/or any necessary repair of all equipment you use. Mac users are responsible for supplying their own adapters/dongles. NHTI does not supply accessories for Mac connections. No audio-visual technician is on duty evenings or weekends unless arrangements are made in advance. Additional fees will be charged for weekend technicians and for the use of equipment not already in the room.

**Advertising:** When advertising your event, please use the correct name of the college: NHTI - Concord's Community College. The address is 31 College Drive, Concord, NH. Please provide participants directions and the name of the building in which your event will be held so they are able to find the correct location. See directions and map at [www.nhti.edu](http://www.nhti.edu) and click the tab labeled "Visit NHTI". NHTI does not advertise events for outside clients on the college website.

**Signage:** Sponsor/User must provide their own signs. NHTI will post your signs on campus using sandwich boards when possible and arranged in advance. Please remove your signs when your event is over.

**Miscellaneous Supplies, Services & Personnel:** The Sponsor/User must provide their own supplies, services and personnel. NHTI does **not** provide supplies (extension cords, paper, nametags, pens/pencils/markers, flipcharts, coolers, ice, cups, etc.) or services (photocopies or photographs or staffing by NHTI personnel). Security personnel, audio-visual technicians, maintenance, grounds or other NHTI personnel must be arranged in advance and incorporated into the facilities usage agreement with billing to the Sponsor/User at a rate of \$50 per hour on weekdays or \$150 per hour on weekends.

**Emergency:** If you require emergency assistance, please contact **NHTI Security at (603) 224-3287**. Emergency phones, which automatically dial this number, are located in the elevators. Additional Campus Safety required for your event such as a security officer or traffic/parking officer will be billed at the rates noted above.

**Liability:** The Sponsor/User agrees to abide by the policies of the NHTI, assumes responsibility for any damage or loss to the College through neglect while on the premises, and releases the Community College System of New Hampshire, NHTJ - Concord's Community College, and any personnel thereof from any liability or responsibility for events connected with the use of the College facilities. All outside groups are required to provide a certificate of liability insurance with NHTI/CCSNH named as insured in the amount of \$2,000,000 in aggregate.

If other arrangements are necessary, or to make an appointment to tour the facilities, please contact:  
**Public Information Office at (603) 230-4001 or [nhtireservations@ccsnh.edu](mailto:nhtireservations@ccsnh.edu)**

I have read these policies, understand and agree to them.

Signed:

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*Signature*

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*Date*

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*Print Name*